

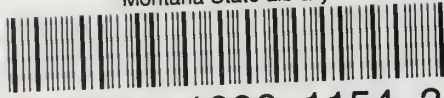
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STATE DOCUMENTS

**MONTANA STATE PLAN**  
FOR THE ADMINISTRATION OF  
**VOCATIONAL EDUCATION**  
AS AMENDED FOR FISCAL YEAR 1974  
UNDER THE  
VOCATIONAL EDUCATION AMENDMENTS OF 1968  
AND PART F OF THE  
EDUCATION PROFESSIONS DEVELOPMENT ACT

PUBLISHED BY  
OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION  
DOLORES COLBURG, SUPERINTENDENT  
STATE CAPITOL  
HELENA, MONTANA 59601  
JANUARY, 1974

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A STATE PLAN FOR THE ADMINISTRATION OF  
VOCATIONAL EDUCATION UNDER THE  
VOCATIONAL EDUCATION AMENDMENTS OF 1968  
AND PART F OF THE  
EDUCATION PROFESSIONS DEVELOPMENT ACT  

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AMENDMENTS FOR FISCAL YEAR 1974

Submitted by the State of Montana

Approved by State Board of Education

on June 25, 1973

Received by the Office of Education: June 30, 1973  
(Date)

Effective date of State Plan: July 1, 1973  
(Date)

Approved by: s/ John Ottina

U.S. Commissioner of Education

Date approved: August 9, 1973





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September 23, 1970

Mrs. Dolores Colburg  
Superintendent of Public Instruction  
Capitol Post Office  
Helena, Montana 59601

Dear Mrs. Colburg:

This is to inform your office that a waiver of Clearinghouse procedures as prescribed by the Bureau of the Budget Circular A-95, has been granted by the Governor for certain programs within the Office of the Superintendent of Public Instruction. This waiver shall apply to those programs which involve educational matters.

Projects using federal funds that involve physical facilities or construction, etc. are not covered by the waiver and applications for these projects must be processed by the appropriate Clearinghouse Agency.

Projects concerning construction of physical facilities that are located in either Cascade or Yellowstone Counties are to be processed by the metropolitan clearinghouse serving each of those counties. All other such projects are to be processed by the State Clearinghouse Agency.

We are completing a memorandum which explains the Montana Clearinghouse Program and the procedures to be used in applying for federal assistance programs. When this memorandum is completed we will send your office a copy.

Sincerely,

s/ Lyle E. Balderson, Director  
Community Development Division

cc: Mr. George McCarthy, Federal-State Coordinator

Certificate of State Board of Education

State of Montana

I hereby certify that the attached State Plan for fiscal year 1974 was adopted by the State Board of Education on June 25, 1973.

The State Plan, as submitted, constitutes the basis for the operation and administration of the state's program established pursuant to the Vocational Education Amendments of 1968, Public Law 90-576. All information and representation contained in the plan as of this date are accurate to the best of my knowledge and belief.

State Board of Education

<u>June 29, 1973</u>	(Signed)	<u>s/ Thomas L. Judge</u>
(Date)		(President)

**Certificate of State Advisory Council**

State of Montana

I hereby certify that the attached State Plan for fiscal year 1974 was prepared in consultation with the State Advisory Council.

June 25, 1973  
(Date)

(Signed) s/ Linda Skaar  
Chairman, Montana Advisory  
Council for Vocational Education

Certificate of Attorney General

State of Montana

I hereby certify:

- 1. THAT the State Board of Education is the State Board in this State within the meaning of Section 108 (8) of Public Law 90-576;
- 2. THAT said Board has the authority under State Law to submit a State Plan;
- 3. THAT said Board has authority to administer or supervise the administration of the foregoing State Plan;
- 4. THAT all of the provisions of the foregoing plan can be carried out by the State;
- 5. THAT the State Superintendent of Public Instruction has been duly authorized by the State Board of Education to submit the foregoing State Plan and to represent said Board in all matters pertaining thereto.

June 25, 1973  
(Date)

(Signed) s/ Robert L. Woodahl  
(Attorney General)

Certificate of Public Hearing and Pubic Notification

State of Montana

I hereby certify that:

1. Notification of dates for public hearings and material were provided as follows:

<u>Dates of Notification</u>	<u>Sent to</u>	<u>Materials Provided with Notice</u>
June 8, 1973	Livingston Enterprise	None
June 15, 1973	Daily Ravalli Republican	
June 22, 1973	Lcwistown Daily News	
	Miles City Star	
	Independent Rccord	
	Bozeman Daily Chronicle	
	Billings Gazette	
	Daily Inter Lake	
	Great Falls Tribune	
	The Missoulia	
	Havre Daily News	
	Dillon Daily Tribune-Examiner	
	Montana Standard	

2. Public hearing on the State Plan for Vocational Education was held as follows:

<u>Date</u>	<u>Time</u>	<u>Place</u>	<u>Attendance</u>
June 25, 1973	11:00 a.m.	Helena	25

3. The hearing was conducted by:

<u>Dolores Colburg</u>	<u>Superintendent of Public Instruction and Exccutive Officer of Vocational Education</u>
(Name)	(Title)

4. Conclusions or decisions reached were as follows:

- (1) A motion was duly made that the State Plan should be approved for submission to the U.S. Commissioner of Education.

State Board of Education

<u>June 29, 1973</u>	(Signed) <u>s/ Thomas L. Judge</u>
(Date)	(President)

**State Advisory Council Recommendations and Findings**

**State of Montana**

I hereby certify that in the preparation of the State Plan consideration was given to the findings and recommendations of the State Advisory Council in its most recent evaluation report submitted pursuant to Section 104 of Public Law 90-576. A list of the recommendations and the consideration given each recommendation by the State Board is included in Appendix X.

State Board of Education

June 25, 1973  
(Date)

(Signed) s/ Dolores Colburg  
Superintendent of Public  
Instruction and Executive  
Officer of Vocational  
Education

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## ADDENDUM

### PART I – ADMINISTRATIVE PROVISIONS

Following are revisions of Part I, Administrative Provisions, of the Montana State Plan for the Administration of Vocational Education. New material is underlined; deleted material is crossed through. These revisions have been prepared for your reference in the State Plan as published in September 1972 by the Superintendent of Public Instruction.

These revisions were approved by the State Board of Education on June 25, 1973 and by the U.S. Office of Education on August 9, 1973 and were effective July 1, 1973.

Amend 1.33-1 (pages 7 and 8) as follows:

A. Education.

A teacher of secondary students (grades 7-12) shall hold a valid teaching certificate with proper endorsement, when required, in the specific field of his specialty.

A teacher of post-secondary and adult students shall meet the minimum requirements as set forth in the certification requirements adopted by the State Board.

A teacher whose preparation varies from the requirements cited above may be approved by the State Board upon recommendation of the Superintendent of Public Instruction.

In programs where state licensure or certification by an appropriate national and/or state group requires special teaching standards, ~~the teacher shall at least meet minimum standards of licensure, certification or endorsement in the area of instruction to which he is assigned.~~ consideration shall be given to the required teacher standards as set forth by the state and/or national organization as well as the requirements set forth in the certification requirements adopted by the State Board of Education.

B. Experience.

A teacher of secondary, post-secondary and adult students shall have had at least 2,000 hours recent work experience in the occupation or combination of occupations related to the specific field in which he is to teach, except in the case of a non-degree trade and industrial and technical education teacher, who must have at least 10,000 hours of recent work experience or apprenticeship training equal to 10,000 hours.

A teacher with a bachelor's degree in trade and industrial and technical education must have 8,000 hours of related work experience, while a teacher with a master's degree in these fields must have 6,000 hours of such experience.

Business education and distributive education teachers of secondary, post-secondary and adult students may substitute for 1,000 of the 2,000 hours of recent work experience a one-quarter internship program offered through one of the universities and approved by the Superintendent of Public Instruction.

Amend 1.33-4 (page 9) as follows:

**Cooperative Vocational Education Teacher-Coordination.**

A teacher-coordinator shall hold a valid Montana teaching certificate and shall have earned a minimum of fifteen (15) quarter credits in vocational education, including ~~administration of cooperative education and coordinating practices.~~ philosophy of vocational education, administration of vocational education, cooperative coordination practices and procedures and a methods course in the area of certification. In addition, he shall have had at least ~~two years~~ 2,000 hours of occupational experience at wage earning pursuits other than the teaching profession; and related to the area of instruction.

Amend 1.73 (page 23) by adding the following:

C. The Superintendent of Public Instruction, acting for the State of Montana, will provide training under the Manpower Development and Training Act of 1962, as amended, for which the Secretary of Health, Education and Welfare is responsible. (See 1.73 of Appendix II.)

Amend 5.0 (page 61) as follows:

- A. ~~Operating~~ Contracting for services from the Research, Planning, Development and Evaluation component in the Office of the Superintendent of Public Instruction.

Amend 5.1 (page 61) as follows:

**5.1 Research, Planning, Development and Evaluation Component.**

~~The Research, Planning, Development and Evaluation component of the Office of the Superintendent of Public Instruction will perform functions of a research coordinating unit. These functions will be assigned by the Assistant Superintendent who supervises this component.~~ The Director of the Vocational and Occupational Skills component, with the approval of the Assistant Superintendent responsible for that component, will contract for research coordinating unit functions with the Research, Planning, Development and Evaluation component, subject to approval of the Assistant Superintendent responsible for this component. All proposals for the conduct of research or personnel training by this component such functions will be submitted by the Director of Vocational and Occupational Skills to the for review by the appropriate Assistant Superintendent for review and action. In addition, and when appropriate, proposals will be reviewed by the Montana Advisory Council for Vocational Education.

Amend 5.12 (page 61) as follows:

**5.12 Staffing.**

The staff of the component includes the following positions: Director, Evaluation Coordinator, Research Coordinator, Measurement Specialist, Statistician ~~and, Reporting Services Coordinator, Research Analyst and Systems Coordinator. A qualified staff member has been assigned to each position.~~ The computer resources of the Data Processing Center are also the responsibility of the Director of this component.

Amend 5.13 (pages 61 and 62) as follows:

**5.13 Administration and Supervision of the Research, Planning, Development and Evaluation Component.**

The responsibility for the administration and supervision of the component rests with the Assistant Superintendent to whom the component is assigned. Vocational education functions assigned to the component will be those deemed most important by the Superintendent of Public Instruction and the Assistant Superintendents in consultation with the Director of Vocational and Occupational Skills and other appropriate staff personnel.

Amend 5.14 (page 62) as follows:

**5.14 Major Vocational Education Functions of the Research, Planning, Development and Evaluation Component.**

- B. Designing ~~and~~ coordinating and conducting research and training projects in vocational education.

- D. Disseminating information resulting from research and training projects coordinated or conducted by the component, from developmental or pilot programs conducted in the state and from research and demonstration projects in the field of vocational education.

## PART II

### ANNUAL AND LONG-RANGE PROGRAM PLAN PROVISIONS

#### 1.0 Analysis of Manpower Needs and Job Opportunities in the State.

- 1.1 Table 1 summarizes the state's projected labor demand and supply for fiscal years 1974 and 1978.



Table 1

Employment Opportunities Related to Vocational Education Programs  
Labor Demand and Supply Summary 1/

State of Montana

Fiscal Year Ending June 30, 1974

OE Code 2/	Instructional Program	Current Employment	Projected Expansion and Replacement Needs 3/		Projected Labor Supply		
			1974	1978	Vocational Education Output 4/	Other Sectors Output 5/	1978
	Total	146,146	8,979	9,347	7,089	777	944
01 Ag	01.0000	31,654	1,635	1,723	1,299	15	17
04 D.E.	04.0000	19,587	886	906	672	137	178
07 Health	07.0000	7,261	856	896	682	179	207
09 Home Ec.	09.0000	19,204	1,208	1,228	931	-0-	-0-
14 Business	14.0000	31,661	2,545	2,595	2,029	212	252
16 Tech.	16.0000	14,178	471	476	376	34	70
17 T & I	17.0000	22,601	1,378	1,523	1,100	200	220

- 1/ Data from the Montana Employment Security Commission and other appropriate sources.
- 2/ Listed in numerical order by broad occupational category (2-digit code).
- 3/ Includes only total expansion and replacement needs.
- 4/ Number trained through vocational education programs available for work to meet labor expansion and replacement needs.
- 5/ Number trained from all other sources available for work to meet labor expansion and replacement needs.

## 1.2 Sources of Data

The following sources of data were used to provide an analysis of the state's manpower needs, job opportunities and the development of an annual and long-range vocational education plan.

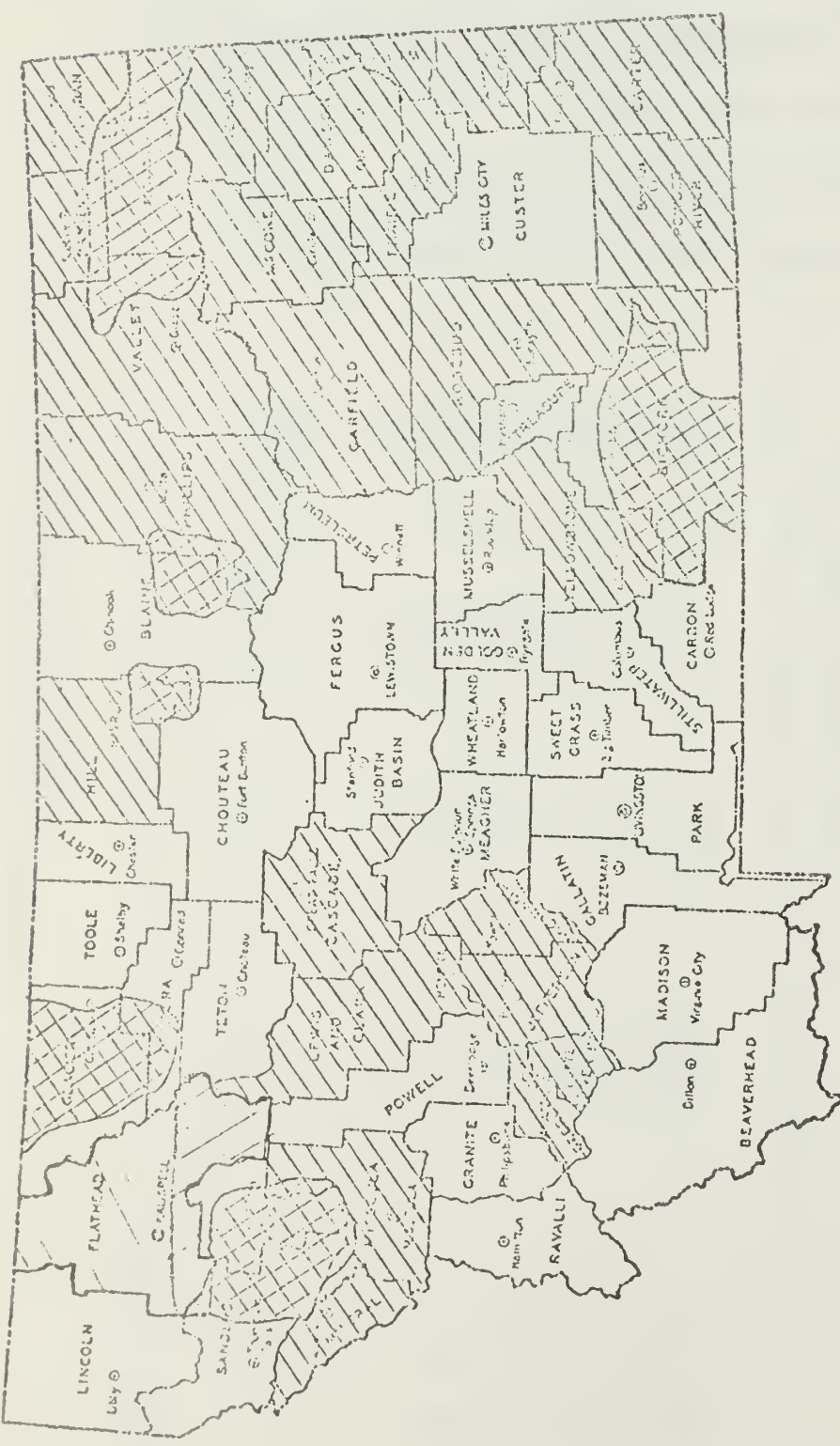
- A. Montana Employment Security Commission Statistics
- B. State Department of Planning and Economic Development, *Montana Data Book*
- C. State Department of Social and Rehabilitation Services Statistics
- D. Office of the Superintendent of Public Instruction Statistics
- E. Bureau of Indian Affairs Statistics
- F. U.S. Census Bureau, *1970 Census of Population*
- G. Montana Manpower Planning Advisory Council Statistics


2.0 Analysis of Availability of Vocational Education.


2.1 Specific Areas.

A. Designated economically depressed areas.

MONTANA.

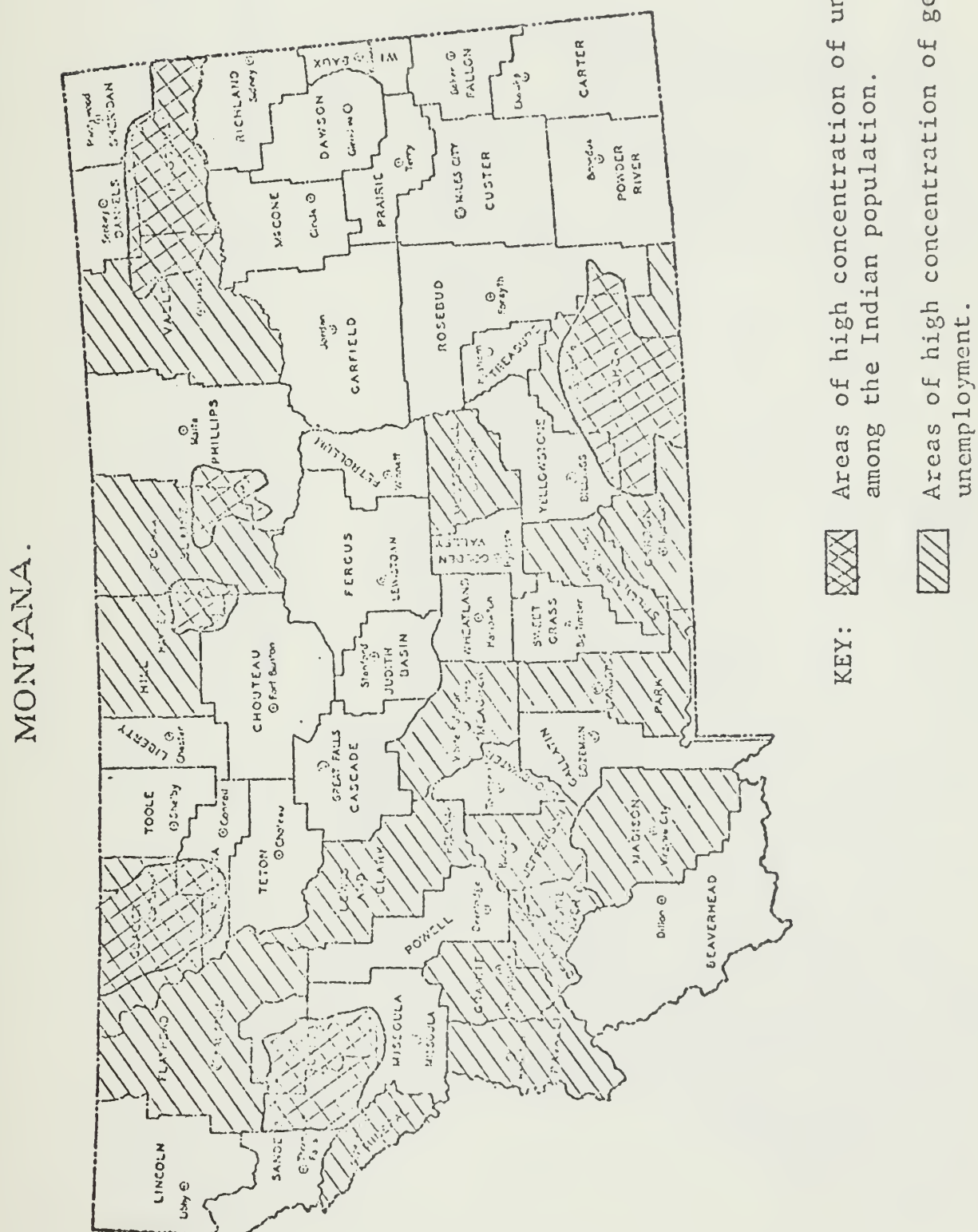


KEY:  Designated Community Action Programs for the depressed on Indian reservations.

 Designated Community Action Programs for the depressed general public.



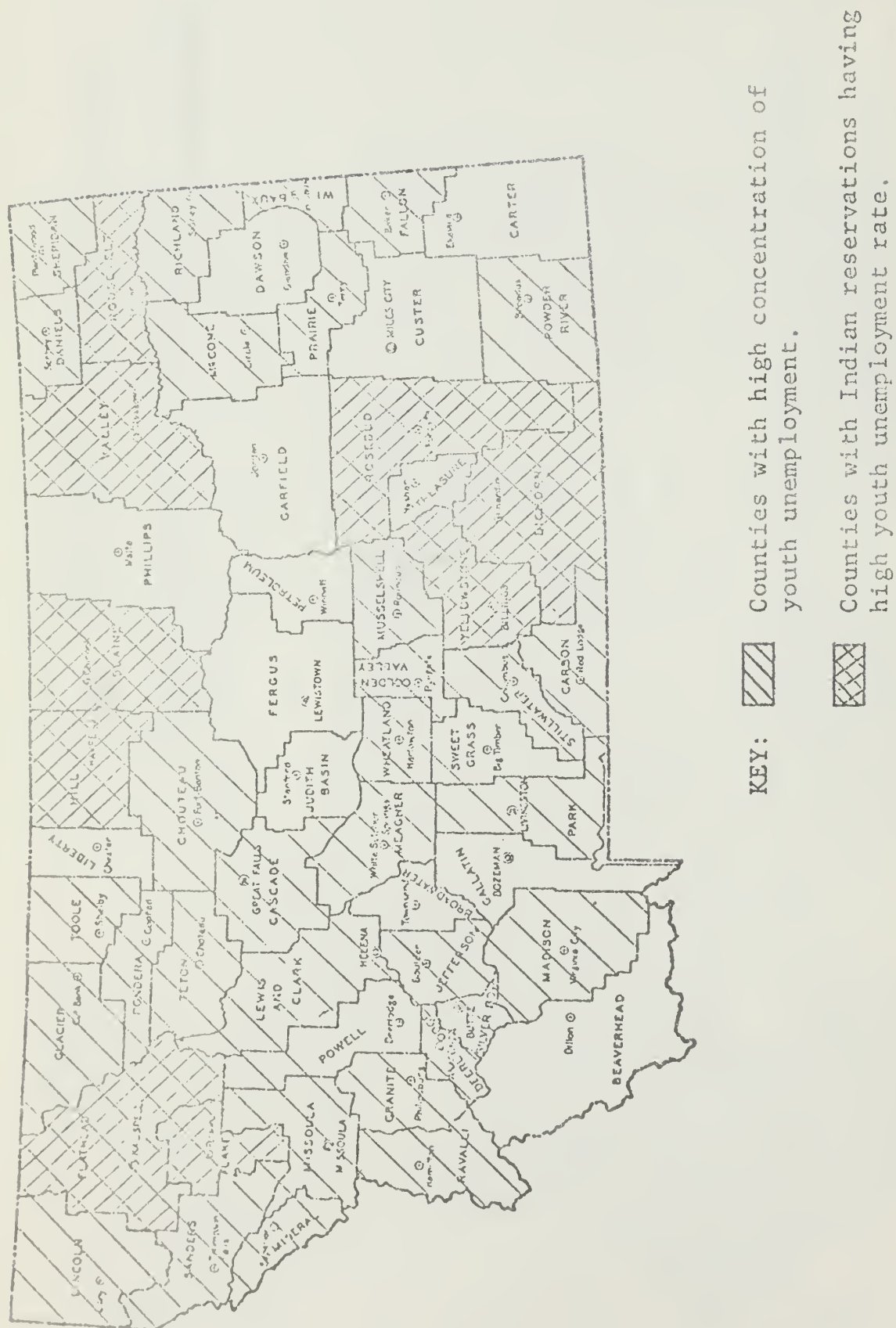
B. Areas with high rate of general unemployment.



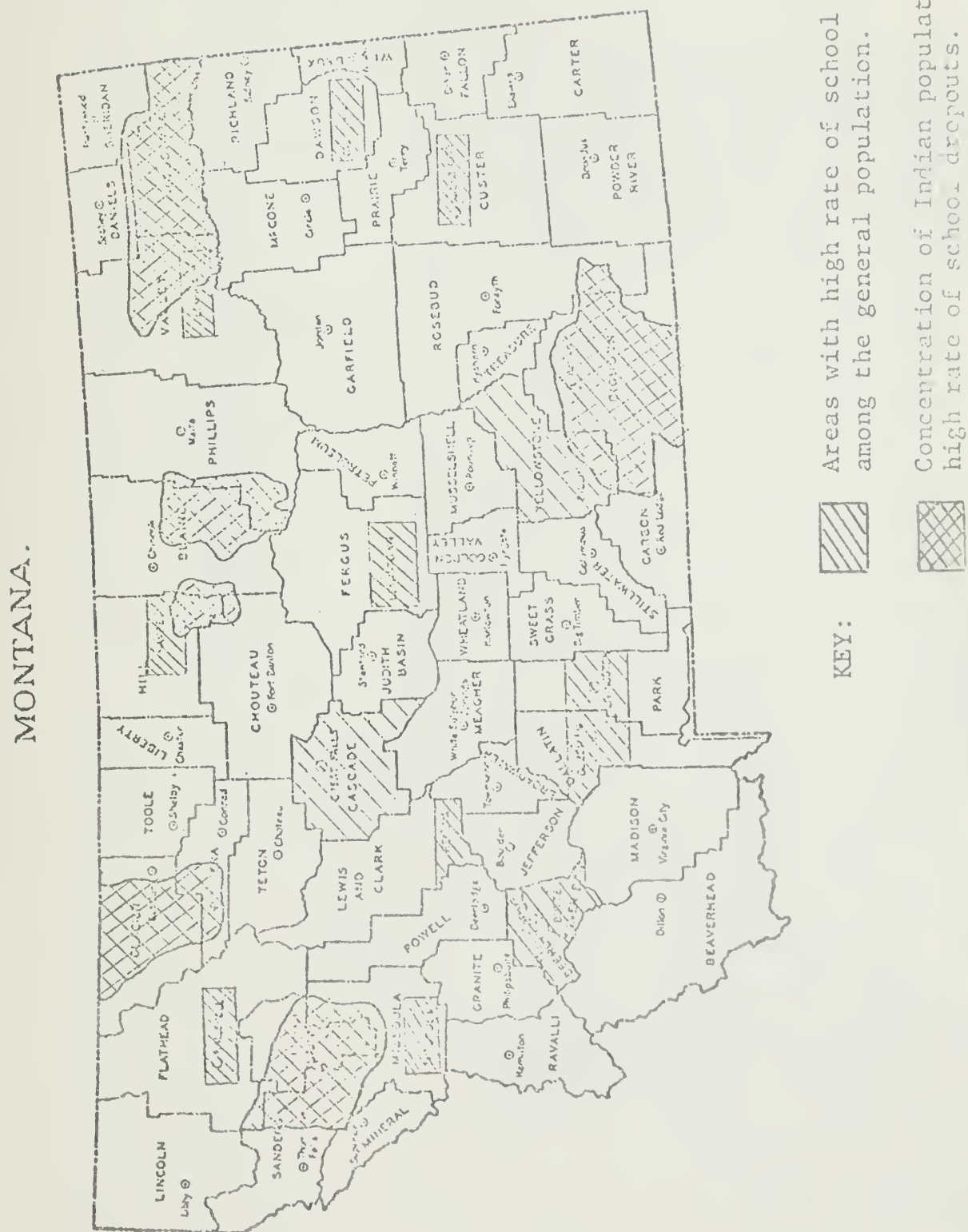
KEY:  Areas of high concentration of unemployment among the Indian population.

 Areas of high concentration of general unemployment.

C. Areas with high rate of unemployment of youth.

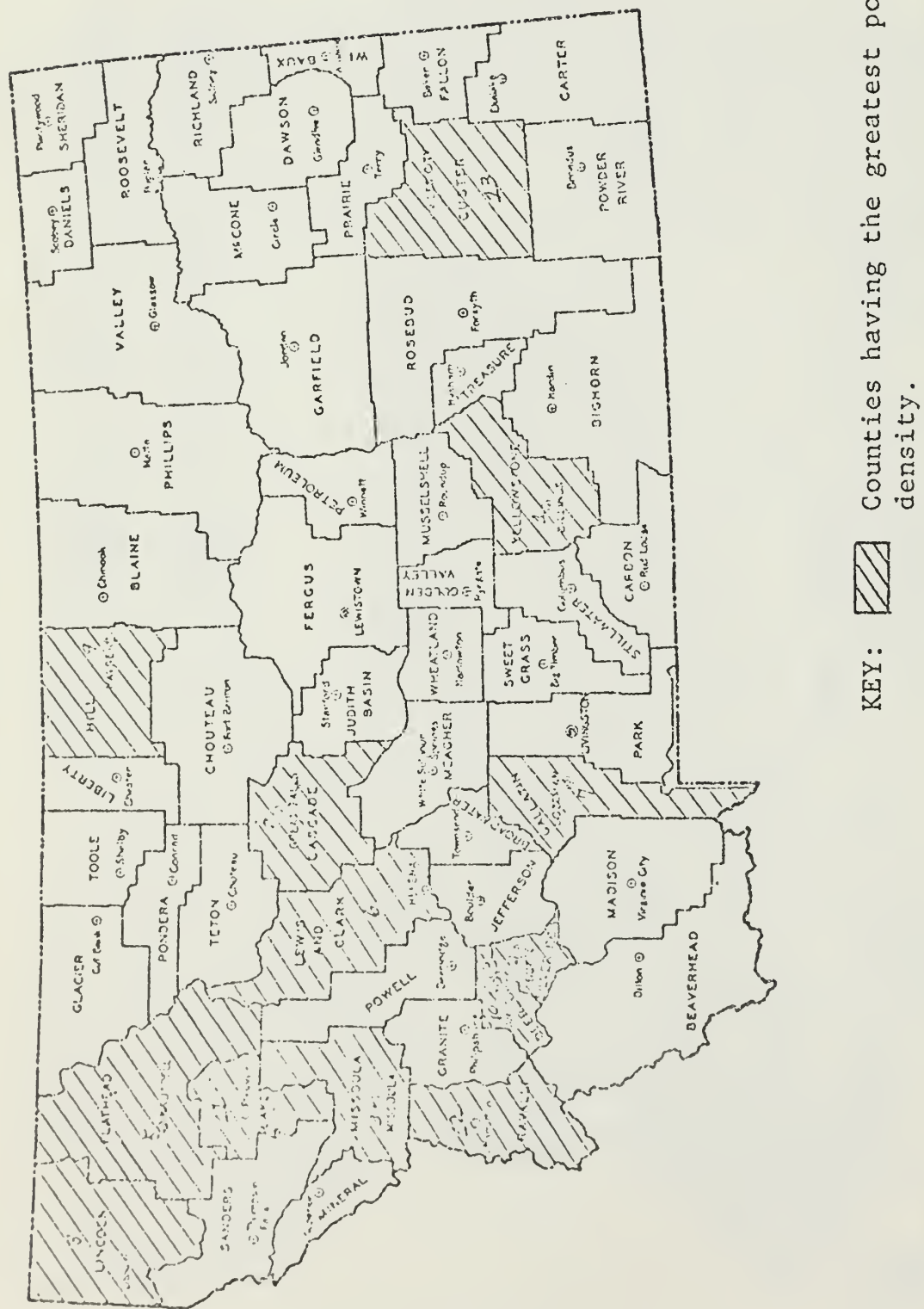


D. Areas with highest numbers of school dropouts.



Areas with high rate of school dropouts among the general population.

Concentration of Indian population with high rate of school dropouts.



### 3.0 Analysis of State's Population Relating to Vocational Education Needs.

- 3.1 Table 2 provides data regarding Montana's population which is relevant to determining the current and projected vocational education needs of persons to be served by all levels and types of programs, services and activities.



Table 2

## Statistics on Population to be Served

Population Factor or Characteristics	Latest Available Data	1974 (Estimated)	1978 (Projected)
1. General Population			
Total Population	694,409	752,097	812,840
Male	347,005	371,503	386,216
Female	347,404	380,594	426,624
Negro	1,995	2,155	2,314
Spanish American	749	809	869
Indian	27,130	29,301	31,470
Oriental	1,492	1,611	1,731
Other	663,043	718,221	776,456
Urban	370,676	431,921	493,945
Rural	323,733	320,176	318,895
2. Population, Age 16-21, inclusive			
Total Population, Age 16-21	77,148	83,483	90,225
Male	38,401	41,491	44,842
Female	38,747	41,992	45,383
Negro	676	729	783
Spanish American	347	374	402
Indian	3,299	3,545	3,808
Oriental	373	403	433
Other	72,453	79,432	84,799
3. Special Needs Population			
Total Special Needs Population	78,826	75,230	74,365
Disadvantaged	49,742	45,971	44,744
Handicapped	29,084	29,259	29,621

Table 2--contd.

Population Factor or Characteristics	Latest Available Data	1974 (Estimated)	1978 (Projected)
4. Secondary School Enrollment			
Total Secondary School Enrollment	54,213	55,297	59,721
Male	26,564	27,095	29,263
Female	27,649	28,202	30,458
Negro	281	286	306
Spanish American	209	212	225
Indian	2,815	2,866	3,060
Oriental	316	322	350
Other	50,592	51,611	55,780
5. Post-Secondary School Enrollment			
Total Post-Secondary School Enrollment	30,967	33,432	39,827
Male	17,651	19,056	22,701
Female	13,316	14,376	17,126
Negro	306	321	425
Spanish American	619	651	826
Indian	1,831	1,919	2,513
Oriental	217	225	315
Other	27,994	30,316	35,748

3.2 The data for Table 2 was obtained from the Montana Department of Planning and Economic Development, *Montana Data Book*.



#### 4.0 Annual and Long-Range Planning and Budgeting.

- 4.1 Table 3 provides for the development of a state's annual and long-range program and budgeting plan.

The philosophy of vocational education in Montana is based upon the following precepts:

- A. The vocational education program in Montana will serve people. Service will be provided to the general population, the disadvantaged and the handicapped through programs at the elementary school, secondary school, post-secondary school and adult levels.
- B. The vocational education program in Montana will prepare people to fill present and predicted employment opportunities.
- C. The quality of instruction in the vocational education program in Montana will be subject to systematic evaluation as a means for continuing program improvement.
- D. The vocational education program in Montana will be based upon an effective and efficient use of human and material resources.

These precepts have been used in establishing the goals for vocational education in Montana.

The following is the rationale that support the goals and objectives as they appear in Table 3 for the appropriate level and population.

LEVEL: Elementary                      POPULATION SERVED: General

The focus of program development on the elementary level will not be in the area of vocational occupational preparation, but rather in the area of occupational information delivered through the development of the career education concept at the elementary level. The need for career education, at not only the elementary, but the secondary level was determined through a statewide needs assessment related to career education and conducted by the career education coordinator. The goals, objectives, and activities in this section are designed to promote the career education concept at the elementary level through regional workshops for elementary teachers and administrators and the dissemination of career education curriculum materials to elementary teachers.

LEVEL: Elementary                      POPULATION SERVED: Disadvantaged

The diagnosed problems of disadvantaged students will receive special attention to enable these students to succeed as part of the total occupational awareness program at the elementary level. The special attention will take the form of services designed to remediate or de-emphasize the effects of being disadvantaged.

LEVEL: Elementary                      POPULATION SERVED: Handicapped

Students having handicaps which impede their success will receive special services designed to enable these students to succeed as part of the total occupational program at the elementary level.

LEVEL: Elementary

POPULATION SERVED: General

GOAL: By 1978, a program in occupational awareness will be developed and implemented to serve 12,750 students annually at the elementary level. (Elementary student population grades 1-6 is approximately 80,000.)

OBJECTIVE: By June 30, 1974 occupational awareness programs will be developed and implemented to serve 4,500 students at the elementary level.

				OUTCOMES		
				1973	1974	1978
				3,000	4,500	12,750
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. The Career Education Coordinator will:  1. Conduct four regional workshops to promote the development and implementation of career education.  2. Coordinate and disseminate materials on career education.	\$ 3,000	\$ 2,000	C	Educators will have greater information for initiating career education programs.		
B. The Career Education Coordinator working with the other Vocational Education Supervisors will coordinate the following activities:  1. The Agriculture Education Supervisor will provide awareness and career exploration information on agriculture, conservation, natural resources and environmental management for students in schools with career education programs.  a. Gather and disseminate materials from other agencies.	\$ 500		B-9			
				Information will be available for use with elementary students concerning careers in agriculture and related areas.		

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
b. Provide a list of the location of agriculture teachers to be used as resource persons.				
c. Disseminate career information on Natural Resources Education as developed by Pennsylvania State University and USOE Denver Workshop.				
2. The Business Education Supervisor will provide assistance to all emerging career education programs in the state.	\$ 500		B-9	Information will be made available for use with elementary students concerning careers in business and office occupations.
a. Gather and disseminate materials on business and office occupations.				
b. Provide a list of vocational business and office teachers to use as resource people.				
3. The Home Economics Supervisors will provide assistance to all emerging career education programs in the state on occupations related to home economics.	\$ 500		B-9	
a. Provide resources such as suggested activities and sample lessons through home economics newsletters and the FHA program of work.				Resource material will be made available for use with elementary students concerning careers in occupations related to home economics.
b. Publicize what's being done through home economics newsletters and Talk of the State.				

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
<p>4. The Health Occupations Education Supervisor will provide health occupation resource material adaptable to career education upon request to a local education agency or the state career education supervisor.</p> <p>a. Maintain an up-to-date file on health occupation curricula and resource material relevant to elementary students.</p>	\$ 500		B-9	Materials will be made available for use with elementary students concerning careers related to health occupations.
<p>5. The Distributive Education Supervisor will provide information about marketing and distribution to schools offering occupational awareness programs.</p> <p>a. Act as a consultant to provide sources of occupational information and materials.</p> <p>b. Update a list of the distributive education programs and the teacher-coordinators which may be used as resource persons.</p> <p>c. Provide information to teacher-educators on elementary level occupational awareness programs.</p>	\$ 500		B-9	Materials will be available for use with elementary students related to careers in marketing and distribution.
<p>6. The Trade and Industrial Education Supervisor will provide assistance in developing the concept of career education.</p>	\$ 500		B-9	Information for use with elementary students concerning careers in the areas of the trades will be provided.



ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
<p>a. Provide information for career education as it relates to the trades and industry.</p> <p>7. The Technical Education Supervisor will provide assistance in developing the concept of career education.</p> <p>a. Provide information for career education as it relates to technical occupations.</p>	\$ 500		B-9	Information for use with elementary students concerning careers in technical occupations will be provided.

LEVEL: Elementary

POPULATION SERVED: Disadvantaged

GOAL: By 1978, 1,550 disadvantaged students at the elementary level will annually have the opportunity to succeed in a program of occupational awareness.

OBJECTIVE: By June 30, 1974, 580 disadvantaged elementary level students will receive special help designed to enable them to succeed in occupational awareness programs in which they are enrolled.

				OUTCOMES		
				1973	1974	1978
				300	580	1550
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. The following activities will be conducted by the Special Needs Supervisor.	\$ 250	\$ 300	B-9	Students with special needs in the occupational awareness program will receive the assistance they need to succeed.		
1. Identify students qualifying for special help.						
2. Document characteristics of students needing help.						
3. Approve projects meeting special needs of disadvantaged students.						
4. Determine the completion rate of disadvantaged students provided special help and evaluate the program.						

LEVEL: Elementary

POPULATION SERVED: Handicapped

GOAL: By 1978, 300 handicapped students at the elementary level will annually have the opportunity to succeed in a program of occupational awareness.

OBJECTIVE: By June 30, 1974, 100 handicapped elementary level students will receive special help designed to enable them to succeed in occupational awareness programs in which they are enrolled.

				OUTCOMES		
				1973	1974	1978
				50	100	300
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. The following activities will be conducted by the Special Needs Supervisor.  1. Identify students qualifying for help.  2. Document characteristics of students needing help.  3. Approve projects meeting special needs of handicapped students.  4. Determine completion rate of handicapped students provided special help.	\$ 400	\$ 100	B-9	Students with special needs in the occupational awareness program will receive the assistance they need to succeed.		



The following is the rationale that support the goals and objectives as they appear in Table 3 for the appropriate level and population.

LEVEL: Secondary                      POPULATION SERVED: General

The focus of program development on the secondary level will be to provide expanded vocational programs for the 54,213 secondary students in grades 9 through 12 in Montana. It is anticipated that 48% of Montana's secondary students will be served by vocational programs next year. The rationale for expanding programs is based on the projected increase of secondary students in the state and the projected expansion and replacement needs for manpower as projected by the Montana State Employment Service and the Office of Economic Planning.

The goals, objectives, and activities of secondary vocational education reflect the desire to revise curriculums and expand existing programs to better meet manpower needs. In addition, Montana's career education program will be expanded to the secondary level in order that students will become better prepared for making occupational choices.

LEVEL: Secondary                      POPULATION SERVED: Disadvantaged

Disadvantaged students will be served in regular or special vocational education programs and be helped to succeed by having their diagnosed problems given special attention. Those students specifically addressed to in the goals and objectives are those students identified in approved vocational special needs projects. In addition, the supervisor of special needs will encourage local school districts to assist all disadvantaged students through the identification of the student's particular disadvantage with steps taken to give the student special attention in order that he might succeed in the regular ongoing vocational program.

LEVEL: Secondary                      POPULATION SERVED: Handicapped

Handicapped students will be served in regular or special vocational education programs and be helped to succeed through special attention being given to the effects of their handicaps. The students addressed to in the goals and objectives are those who will be served in approved vocational special needs projects.

LEVEL: Secondary

POPULATION SERVED: General

GOAL: By 1978, vocational education programs will annually meet the needs of 55,347 secondary level students.

GOAL: By June 30, 1974, vocational education programs will meet the needs of 27,924 secondary level students. (The 1974 goal will be achieved through the accomplishment of the following objectives and activities.)

OUTCOMES		
1973	1974	1978
21,945	27,924	55,347

Agriculture Education

OBJECTIVE: By June 30, 1974, 3,200 students will have been served by agriculture education programs in 62 high schools in the state.

OUTCOMES		
1973	1974	1978
3,000	3,200	3,800

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The Agriculture Education Supervisor will provide leadership in education in agriculture at all levels.  1. Provide consultant service to L.E.A.'s when requested or needed.  2. Promote and encourage curriculum revision.  3. Make at least one on-site visitation to 62 secondary programs and all post-secondary programs.  4. Assist local schools in obtaining qualified teachers as requested.  5. Conduct eight district meetings for local agriculture teachers.	\$ 800	\$ 300	B-9	Improve and expand agriculture education programs in Montana.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
6. Conduct three statewide meetings for agriculture teachers with one in each of the following months: October, January, and April.				
7. Teach agriculture education classes at least two days at Montana State University.				
8. Establish at least two new agriculture education programs in local schools during 1974-75.				
9. Act as liaison between OSPI and MSU teacher-training staff on research projects.				
10. Act in liaison capacity on the agriculture research project at Great Falls and five satellite L.E.A.'s.				
B. Continue funding existing programs.	\$60,372	\$815,142	B-1	3,200 secondary level students will be prepared for entry level employment in agriculture or for further training in that field.
1. Process all agriculture education project proposals.				
2. Process claims for reimbursement.				
C. Provide leadership in citizenship development to 2300 state FFA members.	\$ 2,000	\$ 4,000	B-9	Develop leadership potential and citizenship abilities of youth group members.
1. Conduct a series of eight district leadership training schools.				
2. Arrange and help conduct an interstate meeting of Montana and Wyoming FFA officers.				

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
3. Conduct annual state FFA leadership conference.				
4. Maintain budget and obtain additional funding for state FFA association.				
5. Prepare and disseminate at least four issues of state FFA paper.				
6. Provide for competitive teams to participate in regional and national competition.				

Office Education

OBJECTIVE: By June 30, 1974, 4,000 students will have been served by office education programs.	OUTCOMES		
	1973	1974	1978
	3,890	4,000	6,050

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. Six new integrated skills programs to benefit 90 vocational business and office education students will be operable.	\$12,906	\$122,350	B-1	Practical application of business and office skills.
1. Provide developmental resource materials and consultation.				
2. Conduct inservice workshops as need directs.				
B. Chapters will serve 450 students.	\$ 2,000		B-9	Develop office education students' leadership and citizenship qualities.
1. Conduct a fall advisors' workshop.				
2. Conduct Delegate Assembly for the purpose of electing state officers.				



ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
3. Conduct a state officers' leadership conference.				
4. Plan and arrange for a state leadership conference.				
5. Act as a liaison between local organization and the national OEA office.				
6. Work with businessmen to create an awareness of OEA and to provide financial assistance.				
7. Operate the financial affairs and encourage organization of new chapters.				
C. Continue funding 89 existing secondary programs.	\$49,147	\$679,423	B-1	4,000 secondary level students will be prepared for entry level employment in the business field.

Distributive Education

OBJECTIVE: By June 30, 1974, 1,565 students will have been served by distributive education programs in 14 high schools in the state.

OUTCOMES		
1973	1974	1978
1,487	1,565	1,722

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The Distributive Education Supervisor in cooperation with the distributive education teacher education program at Montana State University will develop a statewide uniform two year secondary curriculum for distributive education.	\$ 8,000		B-9	Students will be served by a uniform curriculum resulting in:
1. An institute funded by this office involving 20-25 experienced distributive education coordinators				1. Standardized program evaluation and student evaluation. 2. Instruction will be based on competencies needed. 3. Equalization of ed-

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
would be held during the 1974 summer session at Montana State University.				ucation opportuni- ties.
2. Curriculum guides from other states would be collected by the teacher-educators at Montana State University.				4. Ease of transfer from a program in one school to that of another school.
3. Secure proposal approval for guide development.				
B. The state DECA Advisor will provide leadership development through DECA activities to 740 students.	\$ 2,000	\$ 900	B-9	Develop distributive education students' leadership and citizenship qualities.
1. Act as state DECA Advisor.				
2. Conduct officers' and Board of Governors' election.				
3. Conduct regional, state and national DECA meetings.				
4. Assist in upgrading existing DECA chapters and promote the establishment of new chapters.				
C. Continue funding 14 existing programs.	\$13,416	\$277,814	B-1	1,565 secondary level students will be prepared for entry level employment in management and/or distribution or for further training in that field.



## Consumer and Homemaking Program

**OBJECTIVE:** By June 30, 1974, 10,200 secondary level students (including 900 boys) in 96 schools will have been served in some type of a consumer and homemaking program.

OUTCOMES		
1973	1974	1978
9,000	10,200	11,500

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
<p>A. 500 high school students in consumer and homemaking will participate in individualized instruction programs in four high schools.</p> <p>1. On-site visits will be made.</p> <p>2. Disseminate description of programs.</p> <p>3. Conduct inservice workshops.</p>	\$ 1,000	\$ 30,000	F	Students will progress at their own rate in consumer and homemaking programs.
<p>B. Provide leadership and consultant services to all home economics programs.</p> <p>1. Conduct six inservice workshops.</p> <p>2. Prepare and disseminate two newsbulletins.</p> <p>3. Make on-site visits as requested and deemed necessary to assist teachers and administrators in evaluating present programs and developing new programs.</p>	\$ 1,000		B-9	Improve development of home economics programs in grades 9-12.
<p>C. Continue funding 93 existing programs.</p>	\$77,377	\$629,528	F	10,200 secondary level students will be prepared to assume a consumer and homemaking role or for further training in that field.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
D. Establish three new programs.	\$16,666	\$ 26,790	F	Program offerings will be expanded to serve students not presently being served.
E. By June 30, 1974 Home Economics Supervisors will provide leadership and citizenship development through 88 chapters of the Future Homemakers of America for the 2500 students involved as an integral part of the home economics program.	\$ 2,000	\$ 1,300	B-9	Develop home economics students' leadership and citizenship abilities.
1. One supervisor will act as state FHA Adviser.				
2. Attend national meeting with local advisers and state officers.				
3. Conduct FHA executive council meetings.				
4. Print and disseminate state FHA program of work developed by state officers.				
5. Coordinate state FHA meeting.				
6. Prepare, publish and disseminate FHA newsletter.				

Wage Earning Home Economics

OBJECTIVE: By June 30, 1974, 450 secondary level students will have been served in wage earning occupations related to home economics.

OUTCOMES		
1973	1974	1978
310	450	1,000

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. Provide leadership and consultant services to schools with	\$ 1,000		B-9	Improve HERO and wage earning programs related to

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
home economics related occupations programs and assist with establishing new programs.				home economics.
B. Disseminate career education information as it relates to home economics related occupations to all home economics teachers.	\$ 1,000		B-9	Teachers will receive updated resource material and bibliographies on wage earning occupations related to home economics.
C. Continue funding nine existing programs.	\$12,114	\$ 86,636	B-1	450 secondary level students will be prepared for entry level employment in home economics or for further training in that field.
D. Establish 10 new programs.	\$11,614	\$ 93,636	B-1	Program offerings will be expanded to serve students not presently being served.

Health Occupation

OBJECTIVE: By June 30, 1974, 200 secondary level students will have been served in health occupation programs in five schools.

OUTCOMES		
1973	1974	1978
60	200	250

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. Continue support to two established full-time programs serving forty-five students.	\$ 1,436	\$ 24,418	B-1	Students will develop basic competeneies needed for entry into a health occupation.
B. Establish two new programs.	\$ 700	\$ 23,000	B-1	Students will explore opportunities in health care area plus developing basic competeneies needed for entry into a health occupation.
C. Consultation with Cooperative Vocational Education Supervisor regarding Health Occupation Cooperative programs.				Health occupation education program offerings expanded.

Trade and Industrial Education

OBJECTIVE: By June 30, 1974, 6,180 students will be served by secondary trade and industrial education programs.

OUTCOMES		
1973	1974	1978
5,900	6,180	7,100

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The Trade and Industrial Education Supervisor, in cooperation with the vocational-technical staff of Northern Montana College, will implement a coordinated long-range plan to develop secondary curriculum guides.  1. Develop a working plan with staff of Northern Montana College.  2. Coordinate activities.  3. Secure proposal approval for guide development.	\$ 5,000		B-9	Students will be served by uniform curriculum resulting in:  1. Standardized program and student evaluation.  2. Instruction will be based on competencies needed.  3. Equalization of educational opportunities.  4. Ease of transfer from a program in one school to that of another school.
B. The state VICA director will perform his duties and responsibilities in operating the Montana Association for Vocational Industrial Clubs of America (VICA). As a result the membership in VICA will increase to 500 members.  1. Conduct a state officers' leadership workshop, a promotional program and a leadership conference.  2. Manage the association's budget. Perform reporting and correspondence as needed.	\$ 2,000	\$ 250	B-9	Trade and Industrial students will develop leadership and citizenship abilities.



ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
C. Continue funding 149 existing programs.	\$131,334	\$1,459,855	B-1	6,180 secondary level students will be prepared for entry level employment in the trades and industry or for further training in that field.
D. Establish 10 new programs.	\$ 34,750	\$175,000	B-1	Program offerings will be expanded to serve students not presently being served.

Technical Education

OBJECTIVE: By June 30, 1974, 329 students will be served by secondary technical education programs.

OUTCOMES		
1973	1974	1978
298	329	425

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The Technical Supervisor will select one trade area within technical education and in conjunction with the secondary technical instructors and technical teacher educators of Northern Montana College develop a curriculum outline.  1. Coordinate activities with teachers, teacher educators and advisory committees.  2. Coordinate and plan the curriculum outline.  3. Disseminate results.	\$ 500		B-9	Promote compatability and uniformity of instructional objectives and activities resulting in:  1. Standardized program and student evaluation.  2. Instruction will be based on competencies needed.  3. Equalization of educational opportunities.  4. Ease of transfer from a program in one school to that of another school.
B. The Technical Supervisor will assist the state VICA director in the promotion and development of the Montana Association for Vocational Industrial Clubs of America.	\$ 500		B-9	Technical students will develop leadership and citizenship abilities.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
1. Conduct information and promotion programs for technical students.				
C. Continue funding three existing programs.	\$ 7,458	\$ 68,196	B-1	329 secondary level students will be prepared for entry level employment in technical jobs or for further training in that field.

Work Study

OBJECTIVE: By June 30, 1974, 70 students will be employed in vocational work-study programs.	OUTCOMES		
	1973	1974	1978
	61	70	85

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. Continue funding 19 existing programs.	\$15,400	\$ 4,000	H	Provide employment for students.

Career Education

OBJECTIVE: By June 30, 1974, an occupational awareness guidance program will be developed and implemented to serve 12,000 students.	OUTCOMES		
	1973	1974	1978
	7,000	12,000	35,000

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The Career Education Coordinator will:	Refer to Elementary General			
1. Conduct four regional workshops to promote the development and implementation of career education.				Educators will have greater information for initiating career education programs.
2. Coordinate and disseminate materials on career education.				



Cooperative Vocational Education

OBJECTIVE: By June 30, 1974, 480 students will have been served by cooperative vocational education programs.

OUTCOMES		
1973	1974	1978
350	480	550

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. Continue funding 32 existing programs.	\$158,685	\$ 36,360	G	480 secondary level students will gain practical job experience related to their vocational education course-work.
B. Establish two new programs.	\$ 27,620	\$ 3,950	G	Program offerings will be expanded to serve students who are not presently being served.

Exemplary

OBJECTIVE: By June 30, 1974, 820 students will be served by exemplary vocational programs.

OUTCOMES		
1973	1974	1978
795	820	860

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. Collect and disseminate information on projects.	\$ 2,000		B-9	Improve vocational programs through the use of pilot programs trying out new methods and ideas.
B. Continue funding two existing programs.	\$110,000	\$ 42,000	D	

LEVEL: Secondary

POPULATION SERVED: Disadvantaged

GOAL: By June 30, 1978, 1,550 disadvantaged, secondary level students will, annually, receive special help designed to enable them to succeed in a vocational program.

OBJECTIVE: By June 30, 1974, 1,295 disadvantaged, secondary level students will receive special help designed to enable them to succeed in a vocational program.

				OUTCOMES		
				1973	1974	1978
				1,225	1,295	1,550
ACTIVITIES (During this Budget Year)		FUNDS BUDGETED		BENEFITS		
		Federal	Local & State			
A. At least 1,295 disadvantaged students will be enrolled in special or regular programs providing assistance enabling them to succeed. The students will be served by an estimated 35 programs. Number of programs will be based on project proposals submitted and approved.		\$ 60,000 \$176,550	\$ 90,000 \$199,450	102-B B-4	1,295 vocational students with special needs will receive the assistance needed to succeed.	

LEVEL: Secondary

POPULATION SERVED: Handicapped

GOAL: By June 30, 1978, 500 handicapped, secondary level students will, annually, receive special help designed to enable them to succeed in a vocational program.

OBJECTIVE: By June 30, 1974, 350 handicapped, secondary level students will receive special help designed to enable them to succeed in a vocational program.

				OUTCOMES		
				1973	1974	1978
				300	350	500
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. At least 350 handicapped students will be enrolled in special or regular programs providing assistance enabling them to succeed. The students will be served by an estimated 15 programs. Number of projects will be based on project proposals submitted and approved.	\$130,000	\$180,970	B-5	350 vocational students with special needs will receive the assistance needed to enable them to succeed.		

The following is the rationale that support the goals and objectives as they appear in Table 3 for the appropriate level and population.

LEVEL: Post-Secondary      POPULATION SERVED: General

It is anticipated that post-secondary vocational education programs will serve 14% of the total estimated post-secondary population of 33,432 during Fiscal Year 1974. The rationale established for serving an estimated 412 post-secondary students over last year is based on an overall estimated increase of post-secondary students in the state, in addition to a need for trained manpower due to expansion or replacement needs of business and industry.

The goals, objectives and activities of post-secondary vocational education reflect the desire to expand existing programs in all areas of vocational training and expand the number of new programs in the areas of wage earning home economics, trade and industrial education, and technical education. In order to keep current with changing technology in business and industry a continual effort will be made to upgrade post-secondary vocational curriculums in order to meet manpower needs.

LEVEL: Post-Secondary      POPULATION SERVED: Disadvantaged

Those post-secondary students identified as being disadvantaged will be served by having special attention directed towards their diagnosed problems in order that they will be successful in regular or special vocational education programs designed to give them saleable skills. The goals and objectives are specifically addressed to those students identified in an estimated 10 approved vocational special needs programs.

LEVEL: Post-Secondary      POPULATION SERVED: Handicapped

Those post-secondary students identified as being handicapped will be served by receiving special attention directed toward the effects of their handicaps, in order that they will be successful in regular or special vocational education programs designed to give them saleable skills. The goals and objectives are specifically addressed to those students identified as being enrolled in an estimated nine approved vocational special needs programs for handicapped post-secondary students.



LEVEL: Post-Secondary

POPULATION SERVED: General

GOAL: By 1978, post-secondary vocational education programs will, annually, meet the needs of 7,100 students in relation to current and future manpower requirements.

GOAL: By June 30, 1974, vocational education programs will meet the needs of 4,624 post-secondary students. (The 1974 goal will be achieved through the accomplishment of the following program objectives and activities.)

OUTCOMES		
1973	1974	1978
4,203	4,624	7,100

Agriculture Education

OBJECTIVE: The Agriculture Education Supervisor will provide leadership in the further development of post-secondary agriculture programs.

OUTCOMES		
1973	1974	1978
300	350	500

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The Agriculture Education Supervisor will provide consultant service to vocational-technical centers and institutions of the university system.  1. Provide curriculum materials based on job competency requirements as determined by research conducted by MSU.  2. Fund existing programs.  3. Provide advisory service to post-secondary organized youth groups.	\$ 8,350	\$ 87,824	B-2	350 students will be served by programs offering a high potential for employment resulting in at least 80% job placement in agriculture or agriculture related occupations within 90 days following graduation.

Distributive Education

OBJECTIVE: 245 students will be served by distributive education programs.

OUTCOMES		
1973	1974	1978
198	245	290

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The state supervisor will assist 110 post-secondary D.E. students in Distributive Education Clubs of America (DECA) on the local, state and national levels.  1. Organize state officers' and Board of Governors' meetings, State Leadership Conference and National Leadership Conference.  2. Visit and speak to DECA members and provide assistance and information as necessary.  3. Act as state DECA advisor.  4. Provide for state DECA officers to speak to new and expanding chapters.  5. State supervisor and DECA officers will attend state, regional and national meetings.	\$ 1,000	\$ 100	B-9	Distributive education students will develop leadership and citizenship abilities.
B. Continue funding three existing programs.	\$ 9,450	\$104,000	B-2	245 post-secondary level students will be prepared for entry level employment in marketing and distribution. At least 80% of the graduating students will be employed in marketing and distribution jobs or related occupations within 90 days following graduation.



Health Education

OBJECTIVE: BY June 30, 1974, 500 post-secondary students will be served in health occupation programs.

OUTCOMES		
1973	1974	1978
485	500	540

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The Health Occupation Education Supervisor will have developed, and have ready for implementation, a curriculum for a medical records technician or assistant program.  1. Provide information regarding the national association requirements for approved schools.  2. Act as liaison between Carroll College and the post-secondary school to assure mobility within the medical librarian area.  3. Provide consultive help in the developing of the curriculum.  4. Provide a resource list of current audiovisual software and supplementary textbooks appropriate for the program.	\$ 800		B-9	Students may enroll in a medical records technician program in F.Y. 1974 resulting in at least 80% job placement as medical records technicians or related occupations within 90 days following graduation.
B. The Health Occupation Education Supervisor will provide leadership and consultant services to the practical nurse educators in the revision of the practical nurse curriculum.  1. Organize the meeting and meet with the directors of the practical nurse program for the purpose of developing course descriptions which are uniform.	\$ 1,500		B-9	Practical nurse students will have mobility within the nursing education area.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
2. Provide help to all teachers in the practical nurse program in the process of writing behavioral objectives.				
3. Inform the directors of the associate degree and baccalaureate degree programs of the development of the course descriptions.				
4. Provide a means of communication among all education programs, associations and boards involved in the development of mobility patterns within the nursing area.				
5. Provide resource material pertinent to developing course descriptions.				
6. Provide money for a consultant if necessary.				
7. Provide consultive help to Northern Montana College in the writing of a proposal to be submitted to the National Institute of Health.				
C. Continue funding eight existing programs.	\$30,145	\$286,050	B-2	500 post-secondary level students will be prepared for entry level employment in health occupations. At least 80% of the graduating students will be employed in health occupations or related occupations within 90 days following graduation.

Wage Earning Home Economics

**OBJECTIVE:** 295 post-secondary students will receive instruction in two food services programs and one child care services program at two vocational-technical centers in Montana.

				OUTCOMES		
				1973	1974	1978
				190	295	400
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. The Home Economics Supervisors will provide leadership and consultant service to post-secondary schools with food service programs.	\$ 1,100		B-9	Students may enroll in wage earning home economics programs resulting in at least 80% job placement as wage earners in home economics or related areas within 90 days following graduation.		
B. Establish one new program in child care services.	\$ 6,000	\$ 31,100	B-2	Program offerings will be expanded to serve students not presently being served.		

Office Education

**OBJECTIVE:** 1,450 students will have been served in office education programs.

				OUTCOMES		
				1973	1974	1978
				1,330	1,450	3,000
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. Continue funding ten existing programs.	\$38,367	\$357,700	B-2	1,450 post-secondary level students will be prepared for entry level employment in office occupations. At least 80% of the graduating students will be employed in office occupations or related occupations within 90 days following graduation.		

Trade and Industrial Education

OBJECTIVE: 1,264 students will be served in trade and industrial education programs.				OUTCOMES		
				1973	1974	1978
				1,200	1,264	1,750
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. The Trade and Industrial Supervisor will assist the local agencies to develop or upgrade trade and industrial programs based on local, state or national employment projections.  1. Assist local agencies in determining local, state and national short and long-term manpower needs.  2. Assist local agencies in developing programs to meet the determined needs.	\$ 1,100		B-9	1,264 students will be served by programs which offer a high degree of employment opportunity resulting in at least 80% job placement in the trades and industry or related occupations within 90 days following graduation.		
B. Continue funding 32 existing programs.	\$101,740	\$993,544	B-2	Program offerings will be expanded to serve students not presently being served.		
C. Establish seven new programs.	\$ 18,841	\$303,455	B-2			

Technical Education

OBJECTIVE: 520 students will be served in technical education programs.				OUTCOMES		
				1973	1974	1978
				500	520	620
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. The Technical Supervisor will assist local agencies to develop or upgrade technical programs to train students based on local, state and national employment projections.	\$ 500		B-9	520 students will be served by programs which offer a high degree of employment opportunity resulting in at least 80% job placement in technical occupations or related occupations within 90 days following graduation.		



ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
1. Assist local agencies in determining local, state and national short- and long-term manpower needs.				
2. Assist local agencies in developing programs to meet the determined needs.				
B. Continue funding 17 existing programs.	\$56,744	\$559,039	B-2	Program offerings will be expanded to serve students not presently being served.
C. Establish one new program.		\$ 76,061	B-2	

### Work Study

OBJECTIVE: By June 30, 1974, 24 students will be employed in vocational work-study programs.

OUTCOMES		
1973	1974	1978
24	24	30

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. Continue funding two existing programs.	\$ 6,600	\$ 2,000	H	Provide employment for students.

### Cooperative Vocational Education

OBJECTIVE: By June 30, 1974, 105 students will have been served by cooperative vocational education programs.

OUTCOMES		
1973	1974	1978
96	105	145

ACTIVITIES	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. Continue funding seven existing programs.	\$32,365	\$ 46,422	G	105 post-secondary level students will gain practical job experience related to their vocational education course-work.
B. Establish two new programs.	\$14,330	\$ 13,268	G	Program offerings will be expanded to serve students not presently being served.

LEVEL: Post-Secondary

POPULATION SERVED: Disadvantaged

GOAL: By June 30, 1978, 400 disadvantaged post-secondary students will, annually, receive special help designed to enable them to succeed in a vocational program.

OBJECTIVE: By June 30, 1974, 320 disadvantaged post-secondary students will receive special help designed to enable them to succeed in a vocational program.

				OUTCOMES		
				1973	1974	1978
				300	320	400
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. At least 320 disadvantaged students will be enrolled in special or regular programs providing assistance enabling them to succeed. The students will be served by an estimated ten programs. Numbers of programs will be based on approved technical center programs.	\$78,750	\$257,500	B-2	320 students with special needs will receive assistance to enable them to succeed in a vocational program.		



LEVEL: Post-Secondary

POPULATION SERVED: Handicapped

GOAL: By June 30, 1974, 125 handicapped post-secondary students will, annually, receive special help designed to enable them to succeed in a vocational program.

OBJECTIVE: By June 30, 1974, 90 handicapped post-secondary students will receive special help designed to enable them to succeed in a vocational program.

secondary students will receive special help designed to enable them to succeed in a vocational program.				OUTCOMES		
				1973	1974	1978
				75	90	125
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. At least 90 handicapped students will be enrolled in special or regular programs providing assistance enabling them to succeed. The students will be served by an estimated nine programs. Number of programs will be based on approved technical programs.	\$52,500	\$150,000	B-2	90 students with special needs will receive assistance to enable them to succeed in a vocational program.		

The following is the rationale that supports the goals and objectives as they appear in Table 3 for the appropriate level and population.

LEVEL: Adult                      POPULATION SERVED: General

Program development on the adult level will focus on the upgrading of occupational skills and the retraining of adults for new and emerging occupations. The estimated 9,645 students to be served will be served by courses specifically designed to accomplish the above. In order to better meet the needs of Montana's adult population, new adult programs will be established in the areas of agriculture, marketing and distribution, office education and trade and industrial education. In addition, Montana's homemakers will receive expanded attention through the establishment of 25 new consumer-homemaking programs. The goals, objectives and activities reflect a constant attempt to update curriculum offerings and fund adult vocational programs throughout the year as the needs for specific types of training arise. Training needs will be determined by the people responsible for adult education programs in local school districts working in cooperation with vocational program supervisors in the State Superintendent's office.

LEVEL: Adult                      POPULATION SERVED: Disadvantaged

A minimum of 145 adult students with specifically diagnosed disadvantages will be served in a minimum of five programs funded from vocational special needs monies. The rationale for such programs is based on the importance of these adults succeeding in special or regular adult education programs. Special attention will be focused in providing training to adults in high unemployment areas or in areas where new industrial expansion warrants a large number of employees with certain types of specialized skills.

LEVEL: Adult                      POPULATION SERVED: Handicapped

The rationale for the establishment of adult vocational programs designed to serve the needs of handicapped persons is based on the need to initially train or retrain the handicapped person in order that he will become a productive employee. The goals, objectives and activities are specifically addressed to those students to be enrolled in an estimated eight approved vocational special needs programs for handicapped adult students.

LEVEL: Adult

POPULATION SERVED: General

GOAL: By 1978, adult vocational education will, annually, provide training for 11,905 individuals either seeking new careers or in need of upgrading present job knowledge skills.

GOAL: By June 30, 1974, 9,645 students will be served by adult vocational programs. (The 1974 goal will be achieved through the accomplishment of the following program objectives and activities.)

OUTCOMES		
1973	1974	1978
8,919	9,645	11,905

Agriculture Education

OBJECTIVE: 600 adults will be provided with preparatory and supplementary courses in agribusiness education.

OUTCOMES		
1973	1974	1978
500	600	750

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The Agriculture Education Supervisor will provide leadership in adult agribusiness education.				600 adult students may enroll in programs for training, retraining, or to update their competencies in agribusiness occupations.
1. Fund those approved adult education project applications.	\$ 3,020	\$ 42,750	B-3	
2. Establish 20 new programs.	\$ 9,059	\$119,238	B-3	
3. Supply course and specific adult curriculum materials.	\$ 4,000		B-9	
4. Provide all-day agriculture teachers with lists of resource persons to conduct adult classes.	\$ 1,000		B-9	
5. Consult with MSU teacher training department in preparation of new adult curriculums.	\$ 1,000		B-9	

Distributive Education

OBJECTIVE: 840 students will be served by adult distributive education programs.				OUTCOMES		
				1973	1974	1978
				800	840	880
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. Curriculum materials will be provided to adult education instructors by the Distributive Education State Supervisor.  1. Check with instructors when project is approved and see what information and types of materials are needed.	\$ 200		B-9	Instructors will receive information and materials needed.  Program offerings will be expanded to serve students not presently being served. 840 post-secondary level students will receive training, retraining or updating of competencies in marketing and/or distribution.		
B. Continue funding two existing programs.	\$ 870	\$ 13,875	B-3			
C. Establish three new programs.	\$ 2,175	\$ 31,188	B-3			

Health Education

OBJECTIVE: By June 30, 1974, 130 adults will have been provided supplementary courses in health occupations education.				OUTCOMES		
				1973	1974	1978
				100	130	150
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. The Health Occupation Education Supervisor will provide consultant services in the conducting of a curriculum for licensed practical nurses in the extended care area to provide upgrading opportunity.	\$ 500		B-9	Adult students may upgrade job competencies in LPN.		



ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
1. Provide consultant service in the development of the curriculum.				
2. Contact the Montana Heart Association to obtain resource materials for developing curriculum and for conducting the program.				
3. Act as a liaison between the school(s) and the Montana Licensed Practical Nurse Association.				
B. Coordinate and cooperate with other agencies also offering continuing education services.	\$ 250		B-9	Increased number of continuing education offerings available for total Health Occupation area and economical use of existing funds.
1. Hospital (inservice training)				
2. Regional Medical Program				
3. State Board of Health and Environmental Sciences				
4. Montana State Nursing Home Association				
5. State Board of Nursing				
6. Montana Practical Nursing Association				
C. The Health Occupation Education Supervisor will provide consultant services and assist in the development of a curriculum for the LPN in charge nurse area to provide upgrading opportunity.	\$ 250		B-9	Adult students may upgrade competencies in the charge nurse area.
1. Provide resource material developed by the National Practical Nurse Foundation.				



ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
2. Inform the State Board of Nurses in the development of the program.				
D. Continue funding health occupation education programs in "need" areas.		\$ 18,314	B-3	Adult students will be trained, retrained, or have their competencies upgraded in determined "need" areas.

Consumer and Homemaking Education

OBJECTIVE: 500 adults will have been provided supplementary courses in consumer and homemaking programs.

OUTCOMES		
1973	1974	1978
375	500	1,800

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. Curriculum materials and consultative services will be provided to teachers and resource persons conducting adult educational programs in home economics.	\$ 600		B-9	Students will benefit through updated curriculum materials.
B. Continue funding existing programs.	\$ 3,234	\$ 18,881	F	Program offerings will be expanded to serve students not presently being served. 500 post-secondary level students will receive training, retraining, or updating of competencies in consumer and homemaking skills.
C. Establish 25 new programs.	\$ 4,723	\$ 25,801	F	

Office Education

OBJECTIVE: 3,400 students will be served by adult office education programs.				OUTCOMES		
				1973	1974	1978
				3,300	3,400	4,000
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. Continue funding eight existing programs.	\$ 3,570	\$ 49,625	B-3	3,400 students will be trained, retrained or be upgraded in business and office job competencies.		
B. Establish six new programs.	\$ 1,947	\$ 33,338	B-3	Program offerings will be expanded to serve students not presently being served.		

Trade and Industrial Education

OBJECTIVE: 3,598 adults will receive supplemental and preparatory instruction in trade and industrial education.				OUTCOMES		
				1973	1974	1978
				3,284	3,598	3,700
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. Continue funding 54 existing programs.	\$10,993	\$143,413	B-3	3,598 students will be trained, retrained or upgraded in trade and industrial job competencies.		
B. Establish five new programs.	\$ 4,187	\$ 59,338	B-3	Program offerings will be expanded to serve students not presently being served.		

Technical Education

OBJECTIVE: 577 adults will receive supplemental and preparatory instruction in technical education.				OUTCOMES		
				1973	1974	1978
				560	577	625
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. Continue funding two existing programs.	\$ 7,096	\$ 24,004	B-3	577 students will be trained, retrained or upgraded in technical occupation job competencies.		



LEVEL: Adult

POPULATION SERVED: Handicapped

GOAL: By 1978, on an annual basis, adult vocational education will, annually, meet the training needs of 90 handicapped persons seeking either new careers or in need of upgrading present job knowledge and skills.

OBJECTIVE: By June 30, 1974, 75 handicapped adult level students will receive special help designed to enable them to succeed in a vocational program.

				OUTCOMES		
				1973	1974	1978
				65	75	90
ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS		
	Federal	Local & State	Code			
A. At least 75 handicapped students will be enrolled in eight special or regular adult education programs. Number of programs will be based on project proposals submitted and approved.	\$21,000	\$ 44,000	B-5	75 adult students with special needs will receive assistance to enable them to succeed in a vocational program.		

The following is the rationale that supports the goals and objectives as they appear in Table 3 for the appropriate level and population.

LEVEL: Multi

POPULATION SERVED: Multi-Group

The rationale for the establishment of the goals, objectives and activities for this level is based on those functions that affect all segments of vocational education. If vocational education programs are to expand to serve additional numbers of students, in addition to better meeting the needs of business and industry through improved and updated curriculums, it is imperative that the Vocational and Occupational Skills staff of the State Superintendent's office work across all levels of vocational education to bring about constructive change. Accomplishment of these goals, objectives and activities are dependent upon the following:

1. Open lines of communication between the State Superintendent's staff and local educational agencies.
2. The implementation of the information system which will serve as a data base on which to make decisions affecting vocational education.
3. Inservice training for vocational education instructors at all levels.
4. Close cooperation between the State Superintendent's staff and vocational teacher-training programs resulting in meaningful preservice teacher preparation programs.

The above four statements will constantly be monitored and evaluated throughout Fiscal Year 1974.



LEVEL: Multi

POPULATION SERVED: Multi-Group

GOAL: Administration and supervision will promote and advance vocational education within the context of the State Plan and the Vocational Education Amendments of 1968 (P.L. 90-576).

OBJECTIVE: By June 30, 1974, administration and supervision will have been provided for 801 vocational programs.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The Director and Assistant Director of Vocational Education will be responsible for the overall administration and supervision of vocational education as directed by the Superintendent of Public Instruction.	\$ 41,500	\$ 22,500	B-9	Vocational education in Montana will be administered.
B. All Vocational Education Supervisors will conduct the following activities as assigned.  1. Participate in the School-Community Assistance Process.  2. Provide consultant services for the development of career education.  3. Conduct on-site visitations.  4. Maintain a resource file appropriate to each vocational area.  5. Provide consultant assistance to all staff members in the State Superintendent's Office and to all schools as requested.  6. Participate in, and attend state and national meetings of pertinent professional organizations.	\$259,661	\$135,679	B-9	Vocational education programs will meet the needs of students, business and community.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
7. Serve on boards and committees.				
8. Review and recommend vocational project approval and reimbursement.				
C. The Supervisor of Cooperative Vocational Education will:	\$ 3,000	\$ 1,000	B-9	Strengths and weaknesses of cooperative programs be identified resulting in improved planning.
1. Evaluate programs based on the number of students placed.				
D. The Supervisor of Distributive Education will:	\$12,000	\$ 1,000	B-9	Distributive education programs will be strengthened.
1. Develop and conduct a distributive education curriculum institute.				
2. Meet with the State Distributive Education Advisory Committee twice a year.				
E. The Supervisor of Health Occupations will:	\$ 500	\$ 250	B-9	Health occupation programs will be strengthened.
1. Maintain communications with the State Board of Nursing, Montana Nursing Association, Comprehensive Health, Montana Hospital Association, Montana Licensed Practical Nurse Association, the Commission for Nursing and Nursing Education and the Regional Medical Program.				
2. Initiate planning for the development of a teacher education health occupation program in conjunction with the nursing program at Montana State University.				

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
<p>F. The Supervisor of Business and Office Education will:</p> <ol style="list-style-type: none"> <li>1. Disseminate information on various university workshops.</li> <li>2. Utilize the business field for workshops.</li> </ol>	\$ 300	\$ 250	B-9	Business and Office Education teachers will be aware of workshops which can upgrade their competencies resulting in up-to-date teaching methods and curriculum.
<p>G. The Supervisor of Home Economics will:</p> <ol style="list-style-type: none"> <li>1. Arrange meetings with university personnel to coordinate home economics planning and determine priorities.</li> <li>2. Disseminate results of meetings.</li> <li>3. Develop long-range plans for preservice and inservice teacher education.</li> </ol>	\$ 500	\$ 250	B-9	Home economics program directions will reflect long-range planning and current instructional methods and curriculum.
<p>H. The Supervisor of Trade and Industrial Education will:</p> <ol style="list-style-type: none"> <li>1. Make contact with industry for possible trade workshops.</li> <li>2. Disseminate industry service school information.</li> <li>3. Encourage industry to conduct service schools in the state.</li> <li>4. Publish schedule of vocational-technical extension courses.</li> <li>5. Provide technical assistance to Northern Montana College in the development of an approval and supervised</li> </ol>	\$ 600	\$ 300	B-9	Trade and industrial education programs will reflect long-range planning and current instructional methods and curriculum.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
preservice and inservice work experience program for future and current trade and industrial education instructors.				
6. Provide technical assistance and support to the Occupational Competency Testing Center at Northern Montana College to test and evaluate trade competence in order to grant undergraduate credit for trade experience.				
I. The Supervisor of Technical Education will:	\$ 600	\$ 350	B-9	Technical education programs will reflect long-range planning, and current instructional methods and curriculum.
1. Make contact with industry for possible trade workshops.				
2. Disseminate industry service school information.				
3. Encourage industry service schools in the state.				
4. Publish schedule of vocational-technical extension courses.				
5. Provide technical assistance to Northern Montana College in the development of an approved and supervised preservice and in-service work experience program for future and current technical education instructors.				
6. Provide technical assistance and support to the Occupational Competency Testing Center at Northern Montana College to test				

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
and evaluate trade competence in order to grant undergraduate credit for trade experience.				
J. The Supervisor of Special Needs will:  1. Establish baseline data on numbers and characteristics of disadvantaged and handicapped students.  2. Provide for project evaluation reports.  3. Report baseline data and progress to the director of vocational education.	\$ 1,500	\$ 250	B-9	Special needs program can be approved by priority.
K. The Supervisor of VIEW project will:  1. Produce VIEW decks and make them available to any school.  2. Update VIEW materials periodically.	\$ 8,000	\$ 8,000	B-7	Occupational information will be available to students through the VIEW program.
L. Construct new post-secondary vocational-technical facilities.  1. Construct new facility in Great Falls, Montana.  2. Remodel and expand airport facility in Helena.		\$4,000,000  \$800,000	B-6  B-6	Post-secondary vocational education facilities will be expanded.
M. Begin site acquisition and facility planning for new post-secondary vocational-technical facilities.  1. Billings, Montana  2. Butte, Montana		\$200,000  \$150,000	B-6  B-6	New post-secondary vocational education facilities will be planned and building sites will be acquired.



Decision-Making Model for Vocational Education

OBJECTIVE: By June 30, 1974 the Vocational Education staff in cooperation with the Research, Planning, Development and Evaluation component within the Office of the Superintendent of Public Instruction will have completed the design and implemented an information system for decision-making for the vocational programs within the Superintendent's Office.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. The RPDE component will conduct the following activities:  1. Construct questions to be answered by an evaluation including information needed to administer and supervise, plan, evaluate and disseminate.  2. Match information needs with the results of the review of current data being collected.  3. Identify all current data needs.  4. Determine collection conditions necessary to gather needed data.  a. identify data sources.  b. select instruments.  c. develop schedule for collection of data.  d. determine storage and retrieval requirements.  5. Determine analysis methods for transforming data into needed information.  6. Determine reporting audiences:	\$33,000	\$ 15,000	C	Vocational Education will have an evaluation system which will enable decision-making to be based on reliable data.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
a. identify report audiences.				
b. prepare reports.				
c. disseminate reports.				
7. Develop updating procedures.				

LEVEL: Multi

POPULATION SERVED: Multi-Group

GOAL: By June 30, 1978, professional personnel development will meet the needs of vocational education.

OBJECTIVE: By June 30, 1974, 1,093 vocational teachers will have been served by inservice programs and Northern Montana College will have developed a performance based vocational teacher education program.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
A. 30 Distributive Education teacher-coordinators will have attended the distributive education workshops and DECA conferences provided by the Distributive Education State Supervisor.  1. Provide for distributive education coordinators' meeting in fall, election of state officers, and state DECA leadership conference.	\$ 1,000	\$ 1,800	B-9	Upgrade distributive education teacher competencies.
B. The vocational guidance supervisor will provide information, consultation and materials to 360 counselors to assist in strengthening vocational guidance in grades K-14.  1. Publish at least five articles on career education in the Montana Guidance Bulletin or other Superintendent of Public Instruction publications.  2. Participate in at least five fall workshops.  3. Meet with counselor educators to strengthen counselor competencies in career education.	\$ 5,300		B-7	Students will receive current information related to occupational orientation, occupational exploration, occupational choice, and occupational training.
	\$ 1,000		B-7	

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
4. Assist institutions of higher education in offering inservice training for select personnel.				
5. Review and update the <i>Directory of Post-Secondary Vocational-Technical Education</i> .	\$ 1,500		B-7	
6. Review and update the <i>Montana Post-Secondary Vocational-Technical Education</i> brochure.	\$ 1,500		B-7	
C. 25 teachers in funded health occupations programs will have participated in at least one inservice workshop or conference either conducted or coordinated by Health Occupations Supervisor.	\$ 500	\$ 250	B-9	Upgrading health occupations teacher education competencies and skill competencies.
1. Provide leadership in organizing and conducting at least one workshop or conference for health occupation education teachers.				
2. Participate in area vocational workshops.				
3. Assemble and disseminate resource materials.				
D. 210 7th and 8th grade home economics teachers, as well as secondary, will have participated in at least one in-service workshop.	\$ 800	\$ 250	B-9	Upgrading consumer and homemaking teacher competencies.
E. 450 business education teachers will be aware of techniques for implementing individualized learning in all vocational business programs.	\$ 1,000	\$ 1,800	B-9	Upgrading office education teacher competencies.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
1. "Inservice training on im- plementing individualized learning."				
2. Conduct regional work- shops on basics of individu- alized learning and teacher need.				
3. Conduct a fall conference for all instructors new to the field of teaching.				
4. Prepare and disseminate an annual report on the status of business and office ed- ucation in Montana.				
5. Establish and activate a State Advisory Committee for Business and Office Ed- ucation.				
F. 125 trade and industrial ed- ucation instructors will have participated in an inservice workshop conducted by the Trade and Industrial Super- visor.	\$ 500 5,200	\$ 250	B-9 EPDA	Upgrading trade and indus- trial education teacher competencies.
1. Conduct area trade and in- dustrial meetings.				
2. Participate in the industrial education section of the Montana Vocational Asso- ciation.				
3. Publish industrial educa- tion newsletter six times annually.				
4. Disseminate appropriate materials and information.				
G. 30 technical education instruc- tors will have participated in an inservice workshop con-	\$ 300	\$ 250	B-9	Upgrade technical teacher competencies.



ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
ducted or coordinated by the Technical Education Supervisor.				
1. Conduct area technical meetings.				
2. Participate in the industrial education section of the Montana Vocational Association.				
3. Publish industrial education newsletter six times annually.				
4. Disseminate appropriate materials and information.				
H. EPDA, Part F. 553 funds will be granted to Northern Montana College for the project Performance Based Program of Teacher Education.	\$35,000	\$43,962	EPDA	A vocational teacher training program will be developed by which competencies required to teach can be identified and measured and delivery systems will be available to insure the attainment of needed competencies.
1. Identify all performance based teacher education in the U.S.				
2. Resource material will be obtained from all known performance based programs of vocational teacher education.				
3. Identification will be made of teaching competencies.				
4. Teaching competencies identified will be selected and prioritized.				
5. Identification and selection will be made of presently existing delivery systems.				
6. Teaching competencies and delivery systems identified				



**OBJECTIVE:** By June 30, 1974, 335 prospective vocational teachers will have been served by preservice programs.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
<p>A. The Agriculture Education Supervisor will assist in providing preservice training to 70 junior and senior agriculture education majors at Montana State University.</p> <p>1. Prepare and disseminate handout material.</p> <p>2. Lecture, upon request, to Montana State University agriculture education classes.</p> <p>3. Coordinate functions with teacher trainers.</p>	\$ 1,200		B-7	Improved preparation of prospective vocational agriculture teachers.
<p>B. A counselor education program in career guidance will be offered to 10 students.</p> <p>1. Assist Northern Montana College in developing a counselor education program with emphasis in career guidance.</p> <p>2. Meet with the chairman of the education department of those colleges presently offering counselor education programs to aid in the development of a vocational guidance course or courses.</p>	\$ 500	\$22,000	B-7	Improved counselor education curriculum with emphasis in career guidance resulting in counselors who are better prepared to meet students' problems in choosing and training for an occupation.
<p>C. The Distributive Education State Supervisor will meet with 20 D.E. majors at Montana State University to provide information relevant to all areas of distributive education.</p>	\$ 100		B-9	Teacher trainees will receive current information related to jobs and new developments in distributive education.

ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
1. Discuss teaching positions in distributive education and the outlook for the future.				
2. Assume responsibility of teacher-coordinators.				
3. Keep the teacher-educator at Montana State University informed of all new developments in all areas of distributive education in order to help keep his students informed.				
D. The Home Economics Supervisors will have met with 180 junior and senior home economics education majors at Montana State University and the University of Montana to discuss topics relevant to all aspects of the home economics education programs.	\$ 100		B-9	Students majoring in home economics education will be provided current information relevant to their fields.
E. The Business Education Supervisor will meet the 50 business education students at the universities on request of the instructor.	\$ 75		B-9	Students majoring in business education will be provided current information relevant to their field.
F. The Business and Office Education Supervisor will arrange bimonthly conferences with teacher-educators.	\$ 25		B-9	
G. The Trade and Industrial Supervisor will meet at least once with 15 senior trade and industrial education majors at Northern Montana College to provide information relevant to all areas of trade and industrial education.	\$ 100		B-9	Students majoring in trade and industrial education will receive current information relevant to their field.
1. Lecture, upon request, to professional vocational-technical classes at the college.				



ACTIVITIES (During this Budget Year)	FUNDS BUDGETED			BENEFITS
	Federal	Local & State	Code	
2. Prepare handouts of pertinent information.  3. Make presentations at the request of teacher-educators.  H. The Technical Education Supervisor will meet at least once with ten senior technical education majors at Northern Montana College to provide information relevant to all areas of technical education.  1. Lecture, upon request, to professional vocational-technical education classes at the college.  2. Prepare handouts of pertinent information.  3. Make presentations at the request of teacher-educators.	\$ 100		B-9	Students majoring in technical education will receive information relevant to their field.
I. Continue funding six vocational teacher-training programs at two units of the Montana University System.  1. Distributive, agriculture, business and office, and home economics teacher-training programs will be conducted at Montana State University.  2. Business and office and home economics teacher-training programs will be conducted at the University of Montana	\$65,000	\$225,000	B-9	Vocational teachers' training will be made available.
J. Provide leadership in the development of a Health Occupation Education option within the Baccalaureate Nursing Program.	\$ 100		B-9	Preparation of health occupation education teachers.



5.0    **Projection of State's Enrollments.**

5.1    Table 4 summarizes the state's projected enrollments in vocational and technical education programs for fiscal years 1974 and 1978.

Table 4

## Projections of State's Enrollments

Occupational Program Summarized by OE Codes (Gainful Only) <u>1/</u>		Current 1973	1974	1978
01.	Agriculture	4,100	4,542	5,180
04.	Distributive	2,485	2,772	2,892
07.	Health Occupations	645	896	940
09.02	Wage Earning Home Economics	500	786	1,400
14.	Business and Office	8,520	9,426	13,050
16.	Technical	1,358	1,525	1,670
17.	Trades and Industry	10,384	11,876	12,550
99.	Group Guidance/Prevocational	7,000	12,145	35,000
Total		34,992	43,968	72,682
Level of Instruction (Gainful Only) <u>1/</u>				
Secondary		21,945	29,569	55,347
Post-Secondary		4,203	5,034	7,100
Adult		8,844	9,365	10,235
Total		34,992	43,968	72,682
Special Program/Purposes <sup>2/</sup>				
Disadvantaged		1,960	2,340	3,615
Handicapped		490	615	1,015
Cooperative Education, Part G only		374	504	580
Work-Study		85	94	115
Exemplary		795	820	860
Consumer and Homemaking, Part F (09.01)		9,375	10,700	13,300

1/ Unduplicated count2/ May be duplicated count

6.0    **Fiscal Year 1974 Enrollments.**

6.1    Table 5 summarizes the state's fiscal year 1974 enrollments for gainful employment.

Table 5

Fiscal Year 1974 Enrollments 1/

Occupational Programs Summarized by OE Codes (Gainful Only) 2/	Secondary			Post-Secondary			Adult			Cooperative					
	Secondary		H	Post-Secondary		H	Adult		H	Part B			Part G		
	R	D		R	D		R	D		R	D	H	R	D	H
01. Agriculture	3,200	261	78	350	25	6	600	16	6	75	-0-	-0-	75	10	3
04. Distributive	1,565	61	24	245	13	3	840	15	6	1,458	71	34	200	35	6
07. Health Occupations	200	14	2	500	38	9	130	1	2	-0-	-0-	-0-	12	2	1
09.02 Home Ec - Wage	450	28	4	295	6	3	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
14. Business & Office	4,000	276	83	1,450	104	30	3,400	54	29	-0-	-0-	-0-	108	11	5
16. Technical	329	30	8	520	38	11	577	5	7	-0-	-0-	-0-	-0-	-0-	-0-
17. Trades & Industry	6,180	501	130	1,264	96	28	3,598	54	25	120	-0-	-0-	109	19	6
99. Group Guidance/ Prevocational	12,000	124	21	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Total	27,924	1,295	350	4,624	320	90	9,145	145	75	1,653	71	34	504	77	21
09.01 Consumer and Homemaking, Part F	10,200	483	151	-0-	-0-	-0-	500	28	9	-0-	-0-	-0-	-0-	-0-	-0-
Work-Study	70	10	5	24	6	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Exemplary	820	89	45	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-

Abbreviations: R - Regular; D - Disadvantaged; H - Handicapped

1/ Information recorded only where applicable.

2/ Gainful only are those occupational programs which provide the skills necessary for employment in that occupation or in a related occupation.

**7.0 Estimates of Total Funds Needed for Vocational Education and Annual Allocation Plan.**

- 7.1 Table 6 summarizes the funds to be expended during fiscal year 1974 and the state's estimate of total funds needed for vocational education programs for fiscal year 1978.



**Table 6**  
**Estimates of Total Funds Needed**  
**for Vocational Education and Annual Allocation Plan 1/ 5/**

Program/Purpose	Funds	Current	Long-Range Plan	
		(000) 1973	(000) 2/	(000) 3/
State Programs, Part B	Total	9,256	15,262	13,389
	Federal	1,510	1,510	1,725
	S & L	7,746	13,752	11,664
1. Secondary	Total (F,S,L)	3,670	4,161	4,806
2. Post-Secondary	Total	3,339	3,607	4,178
3. Adult	Total	538	578	680
4. Disadvantaged	Total	498	506	623
5. Handicapped	Total	371	375	465
6. Construction	Total	-0-	5,150	1,600
7. Guidance & Counseling	Total	49	49	58
8. Contracted Instruction 4/	Total	-0-	-0-	-0-
9. Ancillary Services				
Administration & Supervision	Total	470	515	560
Evaluation	Total	4	4	6
Teacher Training	Total	290	290	382
Research & Demon. Projects	Total	4	4	4
Curriculum Development	Total	23	23	27
Section 102 (b) State Programs Disadvantaged	Total (F,S,L)	145	150	230
Research & Training Part C	Total	51	53	135
	Federal	36	36	112
	S & L	15	17	23
Exemplary Programs Part D	Total	148	152	175
	Federal	110	110	120
	S & L	38	42	55
Consumer & Homemaking Education Part F	Total	785	834	864
	Federal	103	103	100
	S & L	682	731	764
Cooperative Education Part G	Total	328	333	380
	Federal	233	233	240
	S & L	95	100	140
Work-Study Part H	Total	28	28	34
	Federal	22	22	24
	S & L	6	6	10
GRAND TOTAL	Total	10,741	16,812	15,207
	Federal	2,093	2,074	2,433
	S & L	8,648	14,738	12,774

1/ Includes federal, state and local funds.

2/ Total funds to be expended during fiscal year 1974.

3/ Total projected need for funds for fiscal year 1978.

4/ Above funds, allocated by purpose (except construction), which are to be contracted.

5/ Grand Total on Table 6 does not equal Table 3 due to rounding.

8.0    **Construction Projects on Which Construction Will Start in Coming Year.**

8.1    Table 7 lists the construction projects which will be started in fiscal year 1974 and the number of construction projects needed each year for the next five years to conduct the state's projected programs of vocational and technical education.

Table 7

Construction Projects on Which Construction Will Start in Coming Year 1/

State of Montana

Fiscal Year Ending June 30, 1974

Name and Address County and Congressional District	Estimated Beginning Construction Date (Month - Year)	Estimated Completion Date (Month - Year)	Building Capacity <u>2/</u>
Great Falls High School District A, Cascade County, Congressional District #2	July 1973	June 1975	1400 - 1500
Helena High School District No. 1, Lewis and Clark County, Congressional District #1	July 1973	September 1974	150 - 200
Butte High School District No. 1, Silver Bow County, Congressional District #1	July 1973	June 1975	Planning and Land Acquisition
Billings High School District No. 2, Yellowstone County, Congressional District #2	July 1973	June 1975	Planning and Land Acquisition

1/ All construction projects reported regardless of funding source.

2/ Student capacity at any one time.

Projected Number of Construction Projects  
Needed Each Year for the Next Five Years

Year	Number of Projects	Total Building Capacity
1974	1	150 - 200
1975	1	1400 - 1500
1976	1	300 - 400
1977	1	1400 - 1500
1978	1	700 - 800

**9.0 Actual and Projected Demand for Vocational Education Personnel Development.**

9.1 Table 8 summarizes the personnel needs for the appropriate years, the expected supply and the resulting deficit or excess of educational personnel.

Table 8

Actual and Projected Demand for Vocational Education  
Personnel Preparation and Development

Areas of Occupational Specialization		1973-74							
		Total Staff Required	Personnel Available 2/	Additional Personnel Needs (A)		Projected Supply of New (B) Personnel		Status 7/	
				Replacement 3/	New Staff 4/	Preservice 5/	Other 6/	Excess	Deficit
Grand Total (unduplicated) 1/	S	690	558	66	66	63	53	-0-	16
	PS	241	192	23	26	22	23	2	2
	A	219	181	21	17	20	10	-0-	9
Vocational Programs (specified by GE Code)									
01. Ag.		98	79	11	8	12	3	-0-	4
04. D.E.		41	33	4	4	6	1	-0-	1
07. Health		62	50	7	5	-0-	9	-0-	3
09.01 Home Ec - Consumer		220	178	39	3	32	7	-0-	3
09.02 Home Ec - Wage		27	22	2	3	7	-0-	2	-0-
14. Business		137	111	15	11	15	5	-0-	6
16. Tech.		53	43	-0-	10	-0-	10	-0-	-0-
17. T & I		271	219	24	28	27	19	-0-	6
99. Other		36	29	1	6	-0-	2	-0-	4
Ancillary									
Administration		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Guidance & Couns.		25	20	-0-	5	-0-	5	-0-	-0-
Para-professional		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Other 8/		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Program/Purpose Total (unduplicated)		180	147	7	26	6	27	-0-	-0-
Cooperative		50	41	2	7	6	3	-0-	-0-
Disadvantaged		55	45	4	6	-0-	10	-0-	-0-
Handicapped		34	28	1	5	-0-	6	-0-	-0-
Remedial		19	15	-0-	4	-0-	4	-0-	-0-
Exemplary		22	18	-0-	4	-0-	4	-0-	-0-
Other		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-



Table 8--contd.

Areas of Occupational Specialization		1974-75							
		Total Staff Required	Personnel Available <u>2/</u>	Additional Personnel Needs (A)		Projected Supply of New (B) Personnel		Status <u>7/</u>	
				Replacement <u>3/</u>	New Staff <u>4/</u>	Preservice <u>5/</u>	Other <u>6/</u>	Excess	Deficit
Grand Total (unduplicated) <u>1/</u>	S	792	638	75	79	71	87	4	-0-
	PS	277	223	26	28	25	-0-	-0-	29
	A	251	203	24	24	23	25	-0-	-0-
Vocational Programs (specified by OE Code)									
01. Ag.		113	91	13	9	13	5	-0-	4
04. D.E.		45	36	4	5	9	2	2	-0-
07. Health		71	57	9	5	-0-	11	-0-	3
09.01 Home Ec - Consumer		250	204	42	4	34	8	-0-	4
09.02 Home Ec - Wage		35	30	2	3	7	-0-	2	-0-
14. Business		156	123	17	16	19	7	-0-	7
16. Tech.		61	48	1	12	-0-	10	-0-	3
17. T & I		287	250	25	12	28	6	-0-	3
99. Other		38	29	3	6	-0-	4	-0-	5
Ancillary									
Administration		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Guidance & Couns.		50	25	-0-	25	-0-	25	-0-	-0-
Para-professional		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Other <u>8/</u>		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Program/Purpose									
Total (unduplicated)		214	171	9	34	9	34	-0-	-0-
Cooperative		60	48	2	10	9	3	-0-	-0-
Disadvantaged		60	47	5	8	-0-	13	-0-	-0-
Handicapped		43	37	1	5	-0-	6	-0-	-0-
Remedial		22	17	-0-	5	-0-	5	-0-	-0-
Exemplary		29	22	1	6	-0-	7	-0-	-0-
Other		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-

Table 8--contd.

Areas of Occupational Specialization		1975-76							
		Total Staff Required	Personnel Available 2/	Additional Personnel Needs (A)		Projected Supply of New (B) Personnel		Status 7/	
				Replacement 3/	New Staff 4/	Preservice 5/	Other 6/	Excess	Deficit
Grand Total (unduplicated) 1/	S	859	731	74	53	66	44	-0-	17
	PS	301	256	26	19	23	20	-0-	2
	A	271	231	24	17	22	19	-0-	-0-
Vocational Programs (specified by OE code)									
01. Ag.		130	114	11	5	12	2	-0-	2
04. D.E.		52	44	4	4	7	1	-0-	-0-
07. Health		80	65	11	4	-0-	11	-0-	4
09.01 Home Ec - Consumer		267	228	37	2	35	2	-0-	2
09.02 Home Ec - Wage		39	32	4	3	5	1	-0-	1
14. Business		163	138	15	10	16	5	-0-	4
16. Tech.		75	66	1	8	-0-	9	-0-	-0-
17. T & I		292	254	29	9	28	7	-0-	3
99. Other		38	34	3	1	-0-	4	-0-	-0-
Ancillary									
Administration		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Guidance & Couns.		75	50	-0-	25	-0-	25	-0-	-0-
Para-professional		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Other 8/		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Program/Purpose									
Total (unduplicated)		220	193	9	18	8	16	-0-	3
Cooperative		60	52	3	5	8	-0-	-0-	-0-
Disadvantaged		60	51	2	7	-0-	7	-0-	2
Handicapped		45	41	2	2	-0-	4	-0-	-0-
Remedial		25	22	-0-	3	-0-	3	-0-	-0-
Exemplary		30	27	2	1	-0-	2	-0-	1
Other		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-

Table 8--contd.

Areas of Occupational Specialization		1976-77							
		Total Staff Required	Personnel Available 2/	Additional Personnel Needs (A)		Projected Supply of New (B) Personnel		Status 7/	
				Replacement 3/	New Staff 4/	Preservice 4/	Other 6/	Excess	Deficit
Grand Total (unduplicated) 1/	S	892	760	74	58	55	62	-0-	15
	PS	312	266	26	20	19	22	-0-	5
	A	282	241	23	18	18	20	-0-	3
Vocational Programs (specified by OE Code)									
01. Ag.		132	119	8	5	11	-0-	-0-	2
04. D.E.		55	43	5	7	8	2	-0-	2
07. Health		87	69	18	-0-	-0-	15	-0-	3
09.01 Home Ec - Consumer		270	233	29	8	35	2	-0-	-0-
09.02 Home Ec - Wage		40	34	3	3	5	1	-0-	-0-
14. Business		164	141	14	9	17	4	-0-	2
16. Tech.		75	64	2	9	-0-	7	-0-	4
17. T & I		294	258	27	9	9	26	-0-	1
99. Other		42	35	5	2	-0-	5	-0-	2
Ancillary									
Administration		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Guidance & Couns.		100	75	-0-	25	-0-	25	-0-	-0-
Para-Professional		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Other 8/		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Program/Purpose									
Total (unduplicated)		227	196	12	19	7	17	-0-	7
Cooperative		62	54	4	4	7	-0-	-0-	1
Disadvantaged		60	50	4	6	-0-	8	-0-	2
Handicapped		47	41	1	5	-0-	5	-0-	1
Remedial		25	23	1	1	-0-	2	-0-	-0-
Exemplary		33	28	2	3	-0-	2	-0-	3
Other		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-

Table 8—contd.

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Footnotes.

Abbreviations: S - secondary; PS - post-secondary A - adult

Preservice refers to persons completing initial vocational preparation who have not entered upon the vocational education activities for which they are preparing.

Inservice refers to persons under contract for employment in a vocational education activity.

- 1/ Personnel counted only once even though responsible for two or more programs; i.e., consumer and homemaking education and home economics gainful.
  
- 2/ Personnel currently employed and those expected to be employed by a school system as of June 30 for following school year; for example, as of June 30, 1973 for school year 1973-74.
  
- 3/ Personnel who will not be available from previous year due to attrition and who must be replaced; for example, in the 1973-74 plan use attrition figures for 1972-73.
  
- 4/ Additional positions for which personnel are needed due to growth and expansion.
  
- 5/ Number of prospective graduates from the state teacher education programs for entire year who are expected to enter the state system.
  
- 6/ Those expected to be available from all sources *other* than those referred to in footnote 5.
  
- 7/ The columns under "Status" indicate the need for, or excess of, personnel. This was determined by subtracting the total *Projected Supply of New Personnel* (B) from the total *Additional Personnel Needs* (A).
  
- 8/ Vocational education programs planned for local school superintendents and community college presidents are counted separately.

10.0 **Planned Expenditure of and Projected Need for Vocational Education Personnel Development Funds.**

10.1 Table 9 summarizes the planned expenditures for personnel development in 1973-74 and the projected needs for subsequent years in the table.



Table 9  
Planned Expenditure of and Projected Need for Funds  
for Vocational Education Personnel Preparation and Development

Category of Expenditure (P.L. 90-576)		Long Range Plan 2/ (000)											
		Annual Plan 1/ (000)			1974-75			1975-76			1976-77		
		F	S & L	5/	F	S & L	F	F	S & L	F	F	S & L	F
Grand Total	1. Total 3/	2,086	6,676	5/	2,243	8,065	2,418	9,613	9,976	2,732	12,026	2,820	12,768
	2. P and D 4/	109	219		116	246	118	236	266	150	302	151	304
	3. % (2 of 1)	5	3		5	3	5	2	3	5	3	5	3
Regular State Vocational Education Programs (Part B)	1. Total	1,577	6,371		1,747	7,769	1,935	9,323	9,721	2,262	11,762	2,350	12,500
	2. P and D	82	162		87	172	89	176	200	114	228	115	230
	3. % (2 of 1)	5	3		5	2	5	2	2	5	2	5	2
Research (Part C)	1. Total	100	22		96	32	90	38	42	86	42	86	42
	2. P and D	4	11		5	15	3	8	6	2	6	2	6
	3. % (2 of 1)	4	50		5	47	3	21	14	2	14	2	14
Exemplary (Part D)	1. Total	117	13		122	14	127	15	15	132	16	132	18
	2. P and D	-0-	-0-		-0-	-6-	1	2	2	1	2	1	2
	3. % (2 of 1)	-0-	-0-		-0-	-0-	1	13	13	1	13	1	11
Consumer & Home-making Education Programs (Part F)	1. Total	94	174		96	152	99	133	98	105	101	105	103
	2. P and D	21	42		22	44	23	45	51	39	50	39	59
	3. % (2 of 1)	22	24		23	29	23	32	52	29	59	29	59
Cooperative Vocational Education Programs (Part G)	1. Total	198	96		192	68	167	99	100	147	105	147	105
	2. P and D	2	4		2	4	2	5	7	3	7	3	7
	3. % (2 of 1)	1	4		1	4	1	5	7	2	7	2	7

Abbreviations: F - Federal; S - State; L - Local

- 1/ Funds to be expended for personnel preparation and development for fiscal year 1974.  
2/ Projected needs for funds by fiscal year.  
3/ Federal, state and local funds to be expended (annual) or needed (projected) for all vocational education programs in each category (from Table 6).  
4/ Total funds to be expended for (P and D) Personnel Preparation and Development.  
5/ State and local funds are those identified with programs only.

**11.0 Financial Plan for Personnel Development Based on Funds Available or Anticipated.**

11.1 Table 10 summarizes the financial plan for personnel preparation and development based on anticipated funds.

Table 10  
1974-75 Financial Plan for Personnel Preparation  
and Development Based on Funds Available or Anticipated

State of Montana

Programs/Purpose	Total Funds Needed for Unmet Personnel Development Needs 1974-75 <sup>2/</sup>	Total Funds Expected to be Available for School Year 1974-75 <sup>1/</sup>	Additional Funding to be Requested 1974-75 <sup>3/</sup>	
			Other Sources	EPDA
Regular Vocational Education Programs (Part B)	\$259,000	\$ 186,774	\$32,026	\$ 40,200
Research (Part C)	20,000	15,000	-0-	5,000
Exemplary (Part D)	-0-	-0-	-0-	-0-
Consumer and Home- making Education (Part F)	66,000	43,200	13,100	9,700
Cooperative Vocational Program (Part G)	6,276	5,160	346	770
Grand Total	\$351,276	\$ 250,134	\$45,472	\$55,670

1/ Funds expected to be available for personnel preparation and development during fiscal year 1975.  
2/ Funds needed for unmet personnel needs are from 2nd year of Long-Range Plan, Table 9.  
3/ Additional funding requested is the difference between the total funds needed for personnel preparation  
and development and the total funds expected to be available.

**12.0 Projection of State's Enrollments in Vocational Education Personnel Preparation and Development.**

12.1 Table 11 summarizes the current and projected enrollments in preservice and inservice personnel preparation and development.

Table 11

Projection of State's Enrollments in  
Vocational Education Personnel Preparation and Development

Vocational Programs Specified by O.E. Code 1/	Preservice 2/			Inservice 3/		
	1973	1974	1975	1973	1974	1975
Grand Total - Unduplicated	527	549	693	724	761	1,081
01. Ag.	55	60	80	65	65	70
04. D.E.	36	40	59	-0-	18	25
07. Health	-0-	-0-	50	-0-	-0-	38
09.01 Home Ec - Consumer	275	284	300	189	200	250
09.02 Home Ec - Wage	-0-	-0-	-0-	-0-	-0-	-0-
14. Business	21	23	28	27	30	35
16. Tech.	66	69	75	59	60	65
17. T & I	54	57	67	200	211	260
99. Other	-0-	-0-	-0-	-0-	-0-	-0-
Ancillary	---	---	---	---	---	---
Administration	-0-	-0-	-0-	-0-	-0-	-0-
Guidance & Counseling	20	25	45	20	25	45
Para-Professional	-0-	-0-	-0-	60	65	90
Programs/Purposes Duplicated 4/	---	---	---	---	---	---
Cooperative - Part C	20	20	25	60	65	60
Disadvantaged	-0-	-0-	-0-	20	25	40
Handicapped	-0-	-0-	-0-	20	25	40
Remedial	-0-	-0-	-0-	20	25	40
Exemplary	20	20	25	-0-	-0-	20
Other	-0-	-0-	-0-	-0-	-0-	-0-

1/ Includes personnel by major and/or minor teaching area as applicable.

2/ Preservice refers to persons completing initial vocational preparation who have not entered upon the vocational education activities for which they are preparing.

3/ Inservice refers to persons under contract for employment in a vocational education activity.

4/ Includes personnel whose major or minor emphasis is not identifiable by O.E. Code.



DIRECTORY

Vocational and Occupational Skills

Name	Title	Specific Area(s) of Responsibility	Address	Telephone
Benjamin A. Ulmer	Director	Administration and Supervision	State Capitol	449-3126
Michael Bullock	Assistant Director	Post-Secondary Programs	State Capitol	449-3126
Lue Balkema	Accountant		State Capitol	449-3126
Vernon Luft	Supervisor	Agriculture Education and FFA	State Capitol	449-3126
Mrs. Dee. Elston	Supervisor	Business Education and OEA	State Capitol	449-2087
Ross Wagner	Supervisor	Marketing and Distributive, Cooperative Education and DECA	State Capitol	449-2087
Mrs. Barbara Crebo	Supervisor	Health Occupations Education and Part F, Education Professions Development Act	State Capitol	449-2087
Miss Flora Martin	Supervisor	Consumer and Homemaking Education and Wage Earning Home Economics	State Capitol	449-3126
Miss Betty Lou Hoffman	Assistant Supervisor	Consumer and Homemaking Education and Wage Earning Home Economics and FHA	State Capitol	449-3126
Tom Ryan	Supervisor	Manpower Training	State Capitol	449-3626
Val Matross	Program Officer	Manpower Training	State Capitol	449-3626
Dale Bryson	Program Officer	Manpower Training	State Capitol	449-3626
Delbert L. Guston	Supervisor	Project VIEW	State Capitol	449-2080

Name	Title	Specific Area(s) of Responsibility	Address	Telephone
Alan J. Anderson	Supervisor	Special Needs (Disadvantaged and Handicapped), Depressed Areas, Residential Schools and Exemplary Programs	State Capitol	449-2087
Kenneth J. Minnaert	Supervisor	Trade and Industrial Education, Technical Education, Adult Education and VICA	State Capitol	449-3126
William C. Howard	Supervisor	Veterans' Education and Training	State Capitol	449-2420
Delbert L. Gustin	Supervisor	Vocational Guidance and Work-Study and Coordinator for Career Education Development	State Capitol	449-2080

**MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962, AS AMENDED  
TRAINING PROGRAM AGREEMENT**

**ARTICLE I. TERMS OF AGREEMENT**

The U. S. Commissioner of Education (hereinafter referred to as the "Commissioner"), acting for the Secretary of Health, Education and Welfare (hereinafter referred to as the "Secretary"), and the State Superintendent of Public Instruction (hereinafter referred to as the "State Agency"), acting for the State of Montana, in order to carry out these provisions of the Manpower Development and Training Act of 1962, as amended (hereinafter referred to as the "Act") for which the Secretary is responsible, hereby agree that the State Agency will provide training and that the Commissioner will make payments of Federal funds for such training in accordance with the provisions of the Act and the implementing regulations (45 CFR Part 160).

**ARTICLE II. PERIOD OF PERFORMANCE**

This Agreement shall continue in effect so long as the Act is in force or until terminated by the Commissioner or the State Agency pursuant to Article III.

**ARTICLE III. TERMINATION**

- A. The State Agency may terminate this Agreement on thirty days advance notice in writing to the Commissioner, or without such advance notice if it certifies to the Commissioner, accompanied by an opinion of an appropriate legal officer of the State that is no longer legally able to comply substantially with all or any part of this Agreement.
- B. The Commissioner may terminate this Agreement on thirty days advance notice in writing to the State Agency. He may terminate it without such notice if, after affording an opportunity for a hearing to the State Agency, he finds that the State Agency is no longer able or has failed to comply substantially with all or any part of this Agreement.
- C. Upon termination of this Agreement, any funds paid to a State Agency pursuant to this Agreement prior to the date of such termination, and any equipment purchased with funds paid to the State Agency under this Agreement shall be accounted for in accordance with provisions in the regulations.

**ARTICLE IV. COMPLETION OF PROJECTS AFTER CHANGE IN REGULATIONS**

In the event of any change in the regulations, the State Agency may carry to completion any project in accordance with the provisions of the regulations in effect at the time of final approval of that project by the Commissioner or the State Agency, as the case may be.

**ARTICLE V. NONDISCRIMINATION**

- A. Federal financial participation under this Agreement is subject to the regulation in 45 CFR Part 80, issued by the Secretary of Health, Education and Welfare, and approved by the President, to effectuate the provisions of section 601 of the Civil Rights Act of 1964 (P.L. 88-342).
- B. Employment will be in accordance with the provisions of Executive Order No. 11246 of September 24, 1965. The equal employment opportunity clause contained in section

202 of such Executive Order shall be deemed to be a part of this Agreement as though the provisions were set out in full herein:

*Provided* that the terms “State Agency”, “Commissioner” and “Agreement” shall be substituted for the terms “contractor”, “contracting officer” and “contract”, respectively, wherever they appear therein; and that the terms “subcontractor” and “subcontract” in paragraph (7) thereof shall be deemed to include training facilities and agreements with such training facilities, respectively.

ARTICLE VI. OFFICIALS NOT TO BENEFIT

No member of or delegate to Congress, or resident Commissioner, shall be admitted to any share or part of this Agreement, or to any benefit that may arise therefrom.

ARTICLE VII. EFFECTIVE DATE

This Agreement shall be effective as of the date it is signed by the Commissioner.

<div>State Superintendent of Public Instruction</div> <div>(Name of the authorized State Agency)</div>		
<div>State Capitol, Helena, Montana 59601</div> <div>(Address)</div>		
By:	<div>/s/ Dolores Colburg</div> <div></div>	<div>Superintendent of Public Instruction</div> <div>(Title)</div>
	<div></div> <div></div>	<div></div> <div>(Date)</div>
	<div></div> <div>(Title)</div>	<div></div> <div>(Date)</div>
Approved:	<div>/s/ Robert Woodahl</div> <div>(Signature of State Legal Officer)</div>	<div>5/1/69</div> <div>(Date)</div>
	<div>Attorney General</div> <div>(Title)</div>	
Secretary of Health, Education and Welfare		
By:	<div>/s/ Grant Venn</div> <div>for (U.S. Commissioner of Education)</div>	<div>5/14/69</div> <div>(Date)</div>



State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	FINANCIAL SUMMARY OF PLANS FOR VOCATIONAL EDUCATION PROGRAMS	
Due: March 5, 1973		

Directions: See reverse side.

Dist No.	<input type="checkbox"/> Elementary <input type="checkbox"/> High School	County	City	ZIP Code	School
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INSTRUCTIONAL PROGRAMS	BUDGET ITEMS						Totals
	Admin. and Supervision	Instruction	Guidance	Consultant Services	Other Cur- rent Costs	Capital Outlay	
Agriculture	\$	\$	\$	\$	\$	\$	\$
Distributive							
Health							
Occupations							
Consumer-							
Homemaking							
Home Economics							
Wage Earning							
Business and Office							
Technical							
Trade and Industrial							
Exemplary							
Prevocational							
Post-Secondary Preparatory							
Remedial							
Vocational							
Work-Study							
Handicapped							
Disadvantaged							
Cooperative							

The attached descriptions of the proposed Plans for Vocational Education Programs and estimated budgets are a request for assistance from funds available under the Vocational Education Amendments of 1968 (P.L. 90-576). This application is consistent with the purposes of the Act, complies with its provisions and is true and complete to the best of my knowledge and belief. The Assurance of Compliance with Title VI of the Civil Rights Act applies to the application submitted herewith.

Signed:	Signed:
Administrative Officer*	Chairman, Board of Trustees
Date	Date

\*District superintendent or chief administrative officer of units of university system, community colleges and state institutions.  
F1700-030100-1/73 Rev. d



Directions:

1. Prepare in triplicate. District superintendent or other educational agency administrative officer submit original and one copy to the Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601. A Financial Summary of Vocational Education Program Budgets Approved for Reimbursement will be sent to you.
2. Transfer figures from respective sections of Project Proposal for Vocational Education Program, estimated budget (F1701).
3. Budget should be posted under instructional program category from which reimbursement is requested. Example: A cooperative agriculture program for the disadvantaged. If reimbursement is desired under cooperative, budget items should be entered on cooperative instructional program line.

State of Montana  
Office of the Superintendent  
of Public Instruction  
Dolores Colburg, Superintendent  
Helena 59601

FINANCIAL SUMMARY OF VOCATIONAL  
EDUCATION PROGRAM BUDGETS  
APPROVED FOR REIMBURSEMENTS

The budgeted items below are items of expenditure for approved vocational education programs upon which reimbursement will be based, as transferred from the "Budget Approved for Reimbursement" column of Project Proposal for Vocational Education Program, estimated budget (F1701-030100).

Dist. No. <input type="checkbox"/> Elementary <input type="checkbox"/> High School	County	City	ZIP Code	School
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INSTRUCTIONAL PROGRAMS	Admin. and Supervision	Instruction	Guidance	Consultant Services	Other Current Costs	Capital Outlay	Totals
Agriculture	\$	\$	\$	\$	\$	\$	\$
Distributive							
Health							
Occupations							
Consumer-							
Homemaking							
Home Economics							
Wage Earning							
Business and Office							
Technical							
Trade and Industrial							
Exemplary							
Prevocational							
Post-Secondary Preparatory							
Remedial							
Vocational							
Work-Study							
Handicapped							
Disadvantaged							
Cooperative							

Approved:	Approved:
_____ Director, Vocational & Occupational Skills	_____ State Superintendent of Public Instruction
_____ Date	_____ Date

State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	LOCAL PLAN FOR VOCATIONAL EDUCATION Fiscal Year 1974  Due: March 5, 1973	
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Directions:

1. It is suggested that the principal and vocational education staff of each school, under the general direction of the district superintendent or other educational agency administrative officer and with the advice of a local advisory committee, develop a plan for vocational education to be submitted to the state office.
2. Prepare in triplicate. After approval by the local board of education, the district superintendent or other educational agency administrative officer submit an original and one copy to the Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601. One copy will be returned with action noted.

Dist. No. <input type="checkbox"/> Elementary <input type="checkbox"/> High School	County	City	ZIP Code	School
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This plan covers programs in the following areas (check appropriate items):

Course Code	Vocational Education Programs <sup>1</sup>	Level <sup>2</sup>			
		E	S	PS	A
01.	Agriculture				
04.	Distributive				
07.	Health Occupations				
09.01	Consumer-Homemaking				
09.02	Home Economics Wage Earning				
14.	Business and Office				
16.	Technical				
17.	Trade and Industrial				
	Vocational Education Special Programs <sup>1</sup>				
	Exemplary				
	Prevocational				
	Post-Secondary Preparatory				
	Remedial (Basic Education)				
	Vocational Work-Study				
	Handicapped				
	Disadvantaged				
	Cooperative (Part G)				

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrative Officer<sup>3</sup>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman, Board of Trustees

<sup>1</sup>See Definitions of Vocational Education Terms (F3027).

<sup>2</sup>Level: E - Elementary, S - Secondary, PS - Post-Secondary, A - Adult.

<sup>3</sup>District superintendent or chief administrative officer of units of the university system, community colleges and state institutions.

GENERAL INFORMATION (Submit a narrative covering all vocational education areas, using the following outline.)

- A. Estimate number of students to receive training in the total vocational education program.
- B. Identify number of handicapped to be served. Identify number of disadvantaged to be served.
- C. List local advisory committee for vocational education, by name and occupation, for the total vocational education program.
- D. Outline the long-range goals for serving the occupational education needs of students at all grade levels, including special target groups and adults.
- E. Indicate how the need for the vocational education plan was determined locally, such as use of local advisory committee, cooperating agencies, manpower planning surveys, student interest surveys and other factors.
- F. Describe the methods and procedures of evaluation you will employ which will assure that the overall program meets student needs and community and area employment demands, such as employer evaluation, student evaluation, labor market demands and advisory committee evaluations. Each agency must participate in the Montana Vocational Education Enrollment/Exit/Follow-up Survey.
- G. Describe provisions to assure adequate vocational guidance, such as procedures for selecting, testing, placement services, job referral, follow-up, etc.
- H. Submit a brief narrative which will describe your school's five year (school years 1974-1979) projected plan for vocational education. This narrative should contain the following:
  - 1. Facility improvement and/or expansion.
  - 2. Program modifications. (Expansion of present programs and addition of new programs.)
  - 3. Additional vocational education staff anticipated. (List by vocational education program area.)
  - 4. Other.
- I. Vocational education programs checked on cover page must be consistent with those indicated on the Financial Summary of Plans for Vocational Education Programs (F1700).



State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	PROJECT PROPOSAL FOR VOCATIONAL EDUCATION PROGRAM	
Due: March 5, 1973		

Directions:

1. The instructors involved should help prepare this program proposal.
2. Prepare in triplicate. District superintendent or other educational agency administrative officer submit original and one copy to the Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601. One copy will be returned with action noted.
3. Follow Accounting Codes for Vocational Education Programs Other than Post-Secondary Vocational-Technical Education Center Program (F498).
4. This project should be in harmony with the school's Local Plan for Vocational Education (F3025).
5. Submit a separate project proposal for each occupational title or related group of titles for each instructional level--elementary, secondary, post-secondary, adult.

Dist. No.	<input type="checkbox"/> Elementary <input type="checkbox"/> High School	County	City	ZIP Code	School

Information about the proposed program is necessary to understand and properly evaluate the proposal in terms of the requirements set forth in the Vocational Education Amendments of 1968 (P.L. 90-576). Use the following outline in writing a narrative to communicate the purpose and describe the operation of the program.

I. GENERAL INFORMATION

- A. Level of instruction--elementary, secondary, post-secondary, adult.
- B. Occupation(s) and course code(s) for which training will be given. Course codes should be obtained from the Montana Vocational Education Enrollment/Exit/Follow-up Survey.
- C. Approximate dates of program:
  1. Beginning
  2. Ending
- D. Estimated number of students to receive training.
- E. Location, description and adequacy of facilities to be utilized for this program.
- F. List advisory committee for this program, by name and occupation, if it is different from the total vocational advisory committee listed on the Local Plan for Vocational Education (F3025).
- G. Indicate:
  1. The objectives in conducting this program. (The program will provide the student with substantial progress and preparation for employment or advanced vocational training. This statement does not apply to consumer-homemaking program.)
  2. For each objective, list the specific activities which will be conducted to accomplish that objective.
- H. Show the relationship of the proposed program to present offerings and to long-range plans. Project program planning for five years.



II. COURSE INFORMATION

- A. Provide topic outline(s) of major units or divisions in the proposed program.
- B. List instructional materials (major texts and references) to be used.
- C. Indicate standards of performance expected of students at completion of program.

III. STUDENT INFORMATION

- A. Give selection procedures: Age, grade level, academic and employment background of students.
- B. Number of handicapped to be served in this program. Specify special considerations or provisions that will be made to accommodate these students.
- C. Number of disadvantaged to be served in this program. Specify special considerations or provisions that will be made to accommodate these students.

IV. INSTRUCTIONAL PERSONNEL

- A. Give name of instructor.
- B. State briefly plans for further professional development of vocational education personnel in this program, such as workshops, clinics, professional meetings, conferences, summer school and conferences and workshops sponsored by the Office of the Superintendent of Public Instruction.
- C. List authorized travel for instructional personnel. Identify cost and purpose of travel, such as professional meetings, workshops, inservice meetings, conferences, youth group conferences, vocational education conferences.

V. CONSUMER-HOMEMAKING ONLY

- A. Describe any local economic or sociocultural conditions in your community which may be influencing low income and high unemployment.
- B. Specify how consumer education is to be an integral and significant part of your homemaking program.
- C. Describe learning experiences by students in home and community that relate to the consumer-homemaking program.

VI. AUTHORIZATION

This plan must be signed by the local educational agency administrative officer and one instructor involved with the program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrative Officer\*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Instructor

\*District superintendent or chief administrative officer of units of the university system, community colleges and state institutions.

ESTIMATED BUDGET

- Directions:
- 1. Round off figures to nearest dollar.
  - 2. On item 8-212 show only the salary of instructors applicable to this project.

Budget Items	Total Amount Budgeted for Project Exp.	STATE USE ONLY Budget Approved for Reimbursement
ADMINISTRATION AND SUPERVISION		
8-111 Administrative Salaries, Professional		
8-159 Administrative Expenses, Other		
8-211 Supervisory Salaries, Professional		
8-258 Supervisory Expenses, Other		
TOTAL ADMINISTRATION AND SUPERVISION		
INSTRUCTION		
8-212 Instructional Salaries, Professional		
8-219 Instructional Salaries, Clerical		
8-251 Instructional Supplies		
8-252 Instructional, Minor Equipment*		
8-257 Instructional, Travel		
8-259 Instructional, Other		
TOTAL INSTRUCTION		
GUIDANCE		
8-511 Guidance Salaries, Professional		
8-512 Guidance Salaries, Clerical		
8-556 Guidance, Travel		
8-559 Guidance, Other		
TOTAL GUIDANCE		
CONSULTANT SERVICES		
8-913 Consultants' Fees		
8-956 Consultants' Travel		
8-959 Consultants' Expenses, Other		
TOTAL CONSULTANT SERVICES		
OTHER CURRENT COSTS		
8-1051 Rental of Space		
8-1052 Insurance		
8-1053 Employer's Contribution, TRS		
8-1054 Employer's Contribution, PERS		
8-1055 Employer's Contribution, Social Security		
8-1058 Instructional Equipment, Repair & Maintenance		
8-1059 Other Expenses		
TOTAL OTHER CURRENT COSTS		
CAPITAL OUTLAY		
8-1164 Instructional Major Equipment, Purchase**		
TOTAL CAPITAL OUTLAY		
GRAND TOTAL		

\*Expenditures for all instructional equipment having a unit cost of less than \$200.

\*\*Include all instructional equipment having a unit cost of \$200 or more. See page 4 for Itemized List of Major Instructional Equipment.

## ITEMIZED LIST OF MAJOR INSTRUCTIONAL EQUIPMENT

List all major instructional equipment to be purchased having a unit cost of \$200 or more.

Name of Equipment	Description*	Quantity	Total Cost
			\$
Total			\$

\*Brief description of equipment: type, make, size, model, etc.

State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	PROPOSAL FOR ONGOING REGULAR VOCATIONAL EDUCATION PROGRAM
Directions:	
Due: March 5, 1973	

1. District superintendent or other educational agency administrative officer submit original and one copy to the Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601.
2. Submit a separate proposal for each ongoing regular vocational education program.

Dist. No.	<input type="checkbox"/> Elementary <input type="checkbox"/> High School	County	City	ZIP Code	School
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1. Type of Program

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Agriculture         | <input type="checkbox"/> Home Economics<br>Wage Earning | <input type="checkbox"/> Exemplary                     | <input type="checkbox"/> Remedial (Basic<br>Education) |
| <input type="checkbox"/> Distributive        | <input type="checkbox"/> Business and Office            | <input type="checkbox"/> Prevocational                 | <input type="checkbox"/> Handicapped                   |
| <input type="checkbox"/> Health Occupations  | <input type="checkbox"/> Technical                      | <input type="checkbox"/> Post-Secondary<br>Preparatory | <input type="checkbox"/> Disadvantaged                 |
| <input type="checkbox"/> Consumer-Homemaking | <input type="checkbox"/> Trade and Industrial           |  | <input type="checkbox"/> Cooperative                   |

2. Level of Program    ☐ Elementary    ☐ Secondary    ☐ Post-Secondary    ☐ Adult

3. Fiscal Year 1973 Project Number and Title

Number: \_\_\_\_\_

Title: \_\_\_\_\_

4. Fiscal Year 1974 Project Continuation

Name of Instructor	Vocational Salary*
	\$ _____
(attach additional sheet, if necessary)	
Total	\$ _____

\*Vocational salary is computed by multiplying total salary by the percent of instructor's time spent on this particular project.

State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	APPLICATION FOR APPROVAL OF VOCATIONAL EDUCATION PERSONNEL	
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Directions:  
District superintendent or other educational agency administrative officer submit one copy to the Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601. Submit only for professional personnel not previously approved and for those who have received additional work experience and/or course work. This form must be submitted no later than two weeks prior to start of instructional program.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
School: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Vocational Education Program: \_\_\_\_\_

Class of teaching certificate presently held: \_\_\_\_\_ Endorsements: \_\_\_\_\_

Professional vocational education courses completed (subject related methods, philosophy of vocational education, etc.):

Course Code	Name of Course	Quarter Credits	Institution

Occupational experience in certificate endorsed area (other than teaching):

Name and Address of Employer	Dates of Employment From To	Title of Position and Nature of Duties

Signed: \_\_\_\_\_ Verified by: \_\_\_\_\_  
Applicant Administrative Officer

Date: \_\_\_\_\_ Dist. No. \_\_\_\_\_ County: \_\_\_\_\_

For Office of the Superintendent of Public Instruction use only:

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Provisions: \_\_\_\_\_ Signed: \_\_\_\_\_  
F1703-030100-2/73 Rev. b Supervisor





State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	BUDGET APPROVAL PROCEDURE FOR POST-SECONDARY VOCATIONAL-TECHNICAL EDUCATION CENTERS
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Section 75-7708, R.C.M., 1947, as amended, established the Post-Secondary Vocational-Technical Education Center. In establishing these centers a separate method of program budget approval and financing was provided. A separate fund (Fund XXI) has been established by the Superintendent of Public Instruction to accommodate the varying procedures under Section 75-7708, R.C.M., 1947, as amended.

It is suggested that the director and vocational education staff, under the general direction of the district superintendent and with the advice of a local advisory committee, develop a plan for vocational education to be submitted to the state office.

All forms are to be submitted to the Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601.

The procedure for preparation of the ordinary school budget and program budgets and adoption by the State Board of Education is outlined below.

A. Submission of Applications.

1. Submit original and one copy of Post-Secondary Vocational-Technical Education Center Plan for Vocational Education (F3044) and original and one copy of Post-Secondary Vocational-Technical Education Center Budget (Form 11) for total program.
2. Submit original and one copy of Post-Secondary Vocational-Technical Education Center Proposal for Vocational Education Program (F3049) and original and one copy of Post-Secondary Vocational-Technical Education Center Budget (Form 11) for each occupational title or related group of titles for each instructional level of vocational-technical education. Program areas are as follows:

<u>Vocational Education Programs</u>	<u>Vocational Education Special Programs</u>
Agriculture	Exemplary
Distributive	Remedial (Basic Education)
Health Occupations	Vocational Work-Study
Consumer-Homemaking	Handicapped
Home Economics Wage Earning	Disadvantaged
Business and Office	Cooperative (Part G)
Technical	
Trade and Industrial	<u>Other</u>
	Ancillary
	Contingency*

B. Application Review.

1. All program budgets shall be reviewed by the Superintendent of Public Instruction. This review shall be a basis for program recommendations by the Superintendent to the State Board of Education.

\*The contingency budget item will provide for the short-course program and special needs that cannot be anticipated at the time of application.

2. The State Board of Education shall approve, adjust or disapprove all program budgets.
  3. Based upon the State Board of Education action the Superintendent of Public Instruction will complete the "State Board of Ed. Approved" column and Certificate A on the Budget (Form 11) for the total program budget before returning it to the applicant center. Budget approval is contingent upon the imposition of the one-mill county levy.
- C. Ordinary School Budget Approval (as provided in Section 75-7708, R.C.M., 1947, as amended.
1. The total program Budget (Form 11) returned by the Superintendent of Public Instruction shall become a supplement to the regular high school district Budget and Application for Tax Levies (Form 4). Post-secondary vocational-technical education center budgets that have been approved by the State Board of Education may not be altered by the Board of Trustees or the County Board of School Budget Supervisors in this approval procedure.
  2. Certificate B on the total program Budget (Form 11) shall be signed by the Board of Trustees when it adopts the preliminary budget on the fourth Monday of June.
  3. Certificate C on the total program Budget (Form 11) shall be signed by the County Board of School Budget Supervisors when it adopts the final budget on the fourth Monday of July.
  4. Certificate D on the total program Budget (Form 11) shall be signed by the County Commissioners in order to levy a one-mill levy upon the county. If less than a one-mill levy is made, the program budgets are not approved (see Certificate A). Contact the Superintendent of Public Instruction for a budget adjustment.
  5. Submit copies of the approved total program budget to the County Superintendent, County Treasurer, County Clerk and Recorder and the Superintendent of Public Instruction. (The County Superintendent will submit an approved copy as a part of his annual report to the Superintendent of Public Instruction (Form 6).

State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	POST-SECONDARY VOCATIONAL- TECHNICAL EDUCATION CENTER PLAN FOR VOCATIONAL EDUCATION FISCAL YEAR 1974	
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- Directions:
1. It is suggested that the director and vocational education staff of each school, under the general direction of the district superintendent, and with the advice of a local advisory committee, develop a plan for vocational education to be submitted to the state office.
  2. Prepare in triplicate. After approval by the local board of education, the district superintendent should submit an original and one copy to the Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601. One copy will be returned with action noted. To be accompanied by Post-Secondary Vocational-Technical Education Center Budget (Form 11).

High School Dist. No.	County	City	ZIP Code	Center

This plan covers programs in the following areas (check appropriate items):

Course Code	Vocational Education Programs <sup>1</sup>	Level Post-Secondary
01.	Agriculture	
04.	Distributive	
07.	Health Occupations	
09.01	Consumer-Homemaking	
09.02	Home Economics Wage Earning	
14.	Business and Office	
16.	Technical	
17.	Trade and Industrial	
	Vocational Education Special Programs <sup>1</sup>	
	Exemplary	
	Prevocational	
	Post-Secondary Preparatory	
	Remedial (Basic Education)	
	Vocational Work-Study	
	Handicapped	
	Disadvantaged	
	Cooperative (Part G)	

Signed: \_\_\_\_\_  
District Superintendent

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairman, Board of Trustees

Date: \_\_\_\_\_

<sup>1</sup>See definitions of Vocational Education Terms (F3027).



GENERAL INFORMATION (Submit a narrative using the following outline.)

- A. Estimated number of students to receive training in the total vocational education program.
- B. Identify number of handicapped to be served. Identify number of disadvantaged to be served.
- C. List local advisory committee for vocational education, by name and occupation, for the total vocational education program.
- D. Outline the long-range goals for serving the occupational education needs of students at all grade levels, including special target groups and adults.
- E. Indicate how the need for the vocational education plan was determined locally, such as use of local advisory committee, cooperating agencies, manpower planning surveys, student interest surveys and other factors.
- F. Describe the methods and procedures of evaluation you will employ which will assure that the overall program meets student needs and community and area employment demands, such as employer evaluation, student evaluation, labor market demands and advisory committee evaluations. Each agency must participate in the Montana Vocational Education Enrollment/Exit/Follow-Up Survey.
- G. Describe provisions to assure adequate vocational guidance, such as procedures for selecting, testing, placement services, job referral, follow-up, etc.



State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	POST-SECONDARY VOCATIONAL-TECHNICAL EDUCATION CENTER PROPOSAL FOR VOCATIONAL EDUCATION PROGRAM Fiscal Year 1974	
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Directions:

1. The instructors involved should help prepare this proposal.
2. Prepare in triplicate. District superintendent submit original and one copy to the Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601. One copy will be returned with action noted. To be accompanied by Post-Secondary Vocational-Technical Education Center Budget (Form 11).
3. This project should be in harmony with the Post-Secondary Vocational-Technical Education Center Plan for Vocational Education (F3044).
4. Submit a separate proposal for each occupational title or related group of titles for each instructional level--post-secondary.

High School Dist. No.	County	City	ZIP Code	Center

Information about the proposed program is necessary to understand and properly evaluate the proposal in terms of the requirements set forth in the Vocational Education Amendments of 1968 (P.L. 90-576). Use the following outline in writing a narrative to communicate the purpose and describe the operation of the program.

I. GENERAL INFORMATION

- A. Level of instruction--post-secondary.
- B. Occupation(s) and course code(s) for which training will be given. Course codes should be obtained from the Montana Vocational Education Enrollment/Exit/Follow-Up Survey.
- C. Approximate dates of program:
  1. Beginning
  2. Ending
- D. Estimated number of students to receive training.
- E. Location, description and adequacy of facilities to be utilized for this program.
- F. List advisory committee for this program, by name and occupation, if it is different from the total vocational advisory committee listed on the Post-Secondary Vocational-Technical Education Center Plan for Vocational Education (F3044).
- G. Indicate:
  1. The objectives in conducting this program. (The program will provide the student with substantial progress and preparation for employment or advanced vocational training. This statement does not apply to consumer-homemaking program.)
  2. For each objective, list the specific activities which will be conducted to accomplish that objective.
- H. Show the relationship of proposed program to present offerings and to long-range plans. Project program planning for five years.

II. COURSE INFORMATION

- A. Provide topic outline(s) of major units or divisions in the proposed program.
- B. List instructional materials (major texts and references) to be used.
- C. Indicate standards of performance expected of students at completion of program.

III. STUDENT INFORMATION

- A. Give selection procedures: Age, grade level, academic and employment background of students.
- B. Number of handicapped to be served in this program. Specify special considerations or provisions that will be made to accommodate these students.
- C. Number of disadvantaged to be served in this program. Specify special considerations or provisions that will be made to accommodate these students.

IV. INSTRUCTIONAL PERSONNEL

- A. Give name of instructor.
- B. State briefly plans for further professional development of vocational education personnel in this program, such as workshops, clinics, professional meetings, conferences, summer school and conferences and workshops sponsored by the Office of the Superintendent of Public Instruction.
- C. List authorized travel for instructional personnel. Identify cost and purpose of travel, such as professional meetings, workshops, inservice meetings, conferences, youth group conferences, vocational education conferences.

V. CONSUMER-HOMEMAKING ONLY

- A. Describe any local economic or sociocultural conditions in your community which may be influencing low income and high unemployment.
- B. Specify how consumer education is to be an integral and significant part of your homemaking program.
- C. Describe learning experiences by students in home and community that relate to the consumer-homemaking program.

VI. AUTHORIZATION

This plan must be signed by the district superintendent and one instructor involved with the program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
District Superintendent

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Instructor

APPENDIX IV  
3.22

State of Montana Office of the Superintendent of Public Instruction Helena 59601		POST-SECONDARY VOCATIONAL-TECHNICAL EDUCATION CENTER BUDGET Fiscal Year 19__		Total for Center All Programs	
Directions: See Budget Approval Procedure for Post-Secondary Vocational-Technical Education Centers (F1710). Prepare in triplicate. Submit original and one copy.					
High School Dist. No.	County	City	ZIP Code	Center	
Part XXI--Budget			Program Application	STATE USE ONLY State Board of Ed. Approved <sup>1</sup>	
EXPENDITURES					
Administration					
21-111	Salaries, Professional		\$	\$	
21-112	Salaries, Clerical				
21-156	Travel				
21-159	Other Expenses				
Total--Administration			\$	\$	
Supervision & Instruction					
21-211	Salaries, Supervisory, Professional		\$	\$	
21-212	Salaries, Instructional, Professional				
21-218	Salaries, Supervisory, Clerical				
21-219	Salaries, Instructional, Clerical				
21-251	Supplies, Instructional				
21-252	Minor Equipment, Instructional				
21-256	Travel, Supervisory				
21-257	Travel, Instructional				
21-258	Other Expenses, Supervisory				
21-259	Other Expenses, Instructional				
Total--Supervision & Instruction			\$	\$	
Multi-Media Resource Center					
21-311	Salaries, Professional		\$	\$	
21-312	Salaries, Clerical				
21-314	Salaries, Media Aide				
21-333	Materials, Total				
21-351	Supplies				
21-352	Minor Equipment				
21-356	Travel				
21-359	Other, Expenses				
Total--Multi-Media Resource Center			\$	\$	
Student Services					
21-511	Salaries, Professional		\$	\$	
21-512	Salaries, Clerical				
21-556	Travel				
21-559	Other, Expenses				
Total--Student Services			\$	\$	
Operation & Maintenance					
21-610	Salaries		\$	\$	
21-620	Contracted Services				
21-640	Utilities				
21-659	Other Expenses				
Total--Operation & Maintenance			\$	\$	
Consultant Services					
21-913	Consultant Fees		\$	\$	
21-956	Travel				
21-959	Other Expenses				
Total--Consultant Services			\$	\$	
Other Current Charges					
21-1051	Rental of Space		\$	\$	
21-1052	Insurance				
21-1053	Contribution, TRS				
21-1054	Contribution, FERS				
21-1055	Contribution, Social Security				
21-1058	Equipment Maintenance & Repair				
21-1059	Other Expenses				
Total--Other Current Charges			\$	\$	
Capital Outlay (Identify) <sup>2</sup>					
21-1164	New Equipment		\$	\$	
21-1165	Other				
Total--Capital Outlay			\$	\$	
Total Expenditures			\$	\$	



Part III--Budget		Program Applicable	STATE USE ONLY State Board of Ed. Approved <sup>1</sup>
REVENUES			
21-47	Primary Sources	XXXXXXXXXXXXXX	\$
21-54	County Levy (1 mill)	XXXXXXXXXXXXXX	
21-4a	Federal Funds	XXXXXXXXXXXXXX	
21-4b	Other State Financing (Cash Appropriated)	XXXXXXXXXXXXXX	
	Total Program Revenue	XXXXXXXXXXXXXX	\$

County Taxable Valuation \$ \_\_\_\_\_

#### CERTIFICATES OF APPROVAL:

##### A. Approval of Budget by State Board of Education.

The State Board of Education, according to the provisions of Section 75-7708, R.C.M., 1947, as amended, hereby approves this budget for the fiscal year 1974; provided that a countywide mill levy of one mill (Item 21-54 and Certificate D) is made available for financing this budget.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent of Public Instruction

##### B. Approval of Board of Trustees.

This budget is approved by the Board of Trustees of High School District No. \_\_\_\_\_  
County.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman, Board of Trustees

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Clerk, Board of Trustees

##### C. Approval of Board of School Budget Supervisors.

The Board of School Budget Supervisors of \_\_\_\_\_ County hereby approves this budget.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman, Board of School Budget Supervisors

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Clerk, Board of School Budget Supervisors

##### D. Levy of County Tax

The County Commissioners of \_\_\_\_\_ County hereby levy a tax of one mill on the taxable property within \_\_\_\_\_ County.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman, County Commissioners

<sup>1</sup> This approved budget amount is the budget approved by the State Board of Education under the provisions of Section 75-7708, R.C.M., 1947, as amended, and will be the preliminary and final budget for budget adoption purposes.

<sup>2</sup> List all capital outlay expenditures of \$500 or more, by item, on page 2.

State of Montana Office of the Superintendent of Public Instruction Helena 59601		POST-SECONDARY VOCATIONAL-TECHNICAL EDUCATION CENTER BUDGET Fiscal Year 19__	
Directions: See Budget Approval Procedure for Post-Secondary Vocational-Technical Education Centers (F1710). Prepare in triplicate. Submit original and one copy.			
High School Dist. No.	County	City	ZIP Code
			Center
Part XXI--Ancillary Budget			STATE USE ONLY State Board of Ed. Approved 1
EXPENDITURES			Program Application
Supervision and Instruction			
21-211	Salaries, Supervision, Professional	\$	\$
21-212	Salaries, Instructional, Professional		
21-218	Salaries, Supervision, Clerical		
21-219	Salaries, Instructional, Clerical		
21-251	Supplies, Instructional		
21-252	Minor Equipment, Instructional		
21-256	Travel, Supervisory		
21-257	Travel, Instructional		
21-258	Other Expenses, Supervisory		
21-259	Other Expenses, Instructional	XXXXXXXXXXXX	
	.18 Work-Study		XXXXXXXXXXXX
	.40 Curriculum Materials		XXXXXXXXXXXX
	.70 Rental of Equipment		XXXXXXXXXXXX
Total--Supervision and Instruction		\$	\$
Multi-Media Resource Center			
21-311	Salaries, Professional	\$	\$
21-312	Salaries, Clerical		
21-314	Salaries, Media Aide		
21-333	Materials, Total	XXXXXXXXXXXX	
	.10 Books		XXXXXXXXXXXX
	.20 Periodicals		XXXXXXXXXXXX
	.30 Pamphlets		XXXXXXXXXXXX
	.40 Non-Printed		XXXXXXXXXXXX
	.50 Television		XXXXXXXXXXXX
21-351	Supplies		
21-352	Minor Equipment		
21-356	Travel		
21-359	Other, Expenses		
Total--Multi-Media Resource Center		\$	\$
Student Services			
21-511	Salaries, Professional	\$	\$
21-512	Salaries, Clerical		
21-556	Travel		
21-559	Other Expenses	XXXXXXXXXXXX	
	.14 Postage		XXXXXXXXXXXX
	.16 Testing Materials		XXXXXXXXXXXX
	.20 Counseling Materials		XXXXXXXXXXXX
	.50 Promotion		XXXXXXXXXXXX
	.52 Minor Equipment		XXXXXXXXXXXX
	.60 Commencement Expenses		XXXXXXXXXXXX
	.90 Printing		XXXXXXXXXXXX
Total--Student Services		\$	\$
Operation and Maintenance			\$
21-610	Salaries		
21-620	Contracted Services	XXXXXXXXXXXX	
	.10 Security		XXXXXXXXXXXX
	.20 Replace and Repair		XXXXXXXXXXXX
21-640	Utilities Total	XXXXXXXXXXXX	
	.10 Electrical Power		XXXXXXXXXXXX
	.20 Heat		XXXXXXXXXXXX
	.30 Water		XXXXXXXXXXXX
	.32 Sewerage		XXXXXXXXXXXX
	.35 Garbage		XXXXXXXXXXXX
	.40 Telephone		XXXXXXXXXXXX
21-659	Other, Expenses		
Total--Operation and Maintenance		\$	\$
Total Expenditures		\$	\$

This approved budget amount is the budget approved by the State Board of Education under the provisions of Section 75-7708, R.C.M., 1947, as amended, and will be the preliminary and final budget for budget adoption purposes.



Consultant Services			
21-913	Consultant Fees	\$	\$
21-956	Travel		
21-959	Other Expenses		
Total--Consultant Services		\$	\$
Other Current Charges			
21-1051	Rental of Space	\$	\$
21-1052	Insurance		
21-1053	Contributions, IRS		
21-1054	Contributions, PERS		
21-1055	Contributions, FICA		
21-1058	Equipment Maintenance and Repair		
21-1059	Other, Expenses	XXXXXXXXXXXX	
.10	Health		XXXXXXXXXXXX
.20	Industrial Accident		XXXXXXXXXXXX
.30	Life		XXXXXXXXXXXX
.40	Long-term Disability		XXXXXXXXXXXX
Total--Other Current Charges		\$	\$
Capital Outlay			
21-1164	New Equipment	\$	\$
.20	Supervision		
.30	Media		
.50	Student Services		
.60	Custodial		
21-1165	Other		
.20	Site Procurement		
.30	SID		
.40	Construction		
.50	Remodeling		
Total--Capital Outlay		\$	\$
Total Expenditures		\$	\$

List all capital outlay expenditures for items with an individual cost of \$200 or more:

[illegible]

State of Montana Office of the Superintendent of Public Instruction Helena 59601		POST-SECONDARY VOCATIONAL-TECHNICAL EDUCATION CENTER BUDGET Fiscal Year 19__	
Directions: See Budget Approval Procedure for Post-Secondary Vocational-Technical Education Centers (F1710). Prepare in triplicate. Submit original and one copy.			
High School Dist. No.	County	City	ZIP Code
			Center
Part XXI--Administration Budget		Program Application	STATE USE ONLY State Board of Ed. Approved <sup>1</sup>
EXPENDITURES			
Administration		\$	\$
21-111	Salaries, Professional		
21-112	Salaries, Clerical		
21-156	Travel		
21-159	Other Expenses	XXXXXXXXXXXXXXXX	
.12	Auditing of Center		XXXXXXXXXXXXXX
.20	School Election		XXXXXXXXXXXXXX
.51	Office Supplies		XXXXXXXXXXXXXX
.52	Minor Equipment		XXXXXXXXXXXXXX
.58	Maintenance and Repair		XXXXXXXXXXXXXX
.60	Committee Meeting Expenses		XXXXXXXXXXXXXX
.70	Office Equipment Rental		XXXXXXXXXXXXXX
.90	School Memberships		XXXXXXXXXXXXXX
Total--Administration		\$	\$
Other Current Charges			
21-1053	Contribution, TRS	\$	\$
21-1054	Contribution, PERS		
21-1055	Contribution, Social Security		
21-1059	Other Expenses	XXXXXXXXXXXXXXXX	
.10	Health Insurance		XXXXXXXXXXXXXX
.20	Industrial Accident Insurance		XXXXXXXXXXXXXX
.30	Life Insurance		XXXXXXXXXXXXXX
.40	Long-Term Disability--Income Protection		XXXXXXXXXXXXXX
Total--Other Current Charges		\$	\$
Capital Outlay			
21-1165	Other	\$	\$
.10	Major Equipment		
Total--Capital Outlay		\$	\$
Total Expenditures		\$	\$

List all capital outlay expenditures for items with an individual cost of \$200 or more:

[illegible]

If more space is needed, attach additional sheet.

This approved budget amount is the budget approved by the State Board of Education under the provisions of Section 75-7708, R.C.M., 1947, as amended, and will be the preliminary and final budget for budget adoption purposes.

High School Dist. No.	County	City	ZIP Code	Center
Part XXI--Program Budget			Program Application	STATE USE ONLY State Board of Ed. Approved 1
EXPENDITURES				
Supervision and Instruction			\$	\$
21-211	Salaries, Supervisory, Professional			
21-212	Salaries, Instructional, Professional			
21-218	Salaries, Supervisory, Clerical			
21-219	Salaries, Instructional, Clerical			
21-251	Supplies, Instructional			
21-252	Minor Equipment, Instructional			
21-256	Travel, Supervisory			
21-257	Travel, Instructional			
21-258	Other Expenses, Supervisory			
21-259	Other Expenses, Instructional		XXXXXXXXXXXX	
.45	Field Trips			XXXXXXXXXXXX
.55	Sub-Contracts			XXXXXXXXXXXX
.70	Rental of Equipment			XXXXXXXXXXXX
Total--Supervision and Instruction			\$	\$
Other Current Charges				
21-1051	Rental of Space		\$	\$
21-1052	Insurance			
21-1053	Contribution, IRS			
21-1054	Contribution, PEES			
21-1055	Contribution, Social Security			
21-1058	Equipment Maintenance and Repair			
21-1059	Other Expenses		XXXXXXXXXXXX	
.10	Health Insurance			XXXXXXXXXXXX
.20	Industrial Accident Insurance			XXXXXXXXXXXX
.30	Life Insurance			XXXXXXXXXXXX
.40	Long-term Disability--Income Protection			XXXXXXXXXXXX
Total--Other Current Charges			\$	\$
Capital Outlay				
21-1164	New Equipment		\$	\$
Total--Capital Outlay			\$	\$
Total Program Expenditures			\$	\$

[illegible]

Areas in which students may find employment for this cluster		Hours of Instruc. Per Course	Anticipated No. of Students that will be Trained in Each Area	Max. No. of Students that can be Handled
Occupation	Educational CODE			

F 4240-030100-5/73

State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	PROPOSAL FOR EXEMPLARY VOCATIONAL EDUCATION PROGRAM	
Due: March 5, 1973		

- Directions:
1. Prepare in triplicate. District superintendent or other educational agency administrative officer submit original and one copy to the Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601 with a Project Proposal for Vocational Education Program (F1701).
  2. Use the following outline in describing the proposal in such terms as to communicate the purpose and operation of the program. Attach additional sheets as necessary.

Dist. No. <input type="checkbox"/> Elementary <input type="checkbox"/> High School	County	City	ZIP Code	School
---	--------	------	----------	--------

1. Describe the nature of the project which makes it exemplary.
2. State the portion of the cost of the project that will be borne by the applicant.  
\$ \_\_\_\_\_
3. Describe the impact the project will have on reducing youth unemployment.
4. Estimate number of students enrolled in private nonprofit schools who will participate in the project and the degree and manner of their participation.
5. Indicate the use, if any, of public school personnel in facilities other than public schools.
6. Write a concise statement revealing dissemination steps the school will pursue when the project is completed, with whom and with time restraints.
7. Describe the accounting procedure to assure that local and federal funds will not be comingled.

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	PROPOSAL FOR COOPERATIVE VOCATIONAL EDUCATION PROGRAM	
		Due: March 5, 1973

Directions:

1. Prepare in triplicate. District superintendent or other education agency administrative officer submit original and one copy to the Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601 with completed Project Proposal for Vocational Education Program (F1701).
2. Use the following outline in describing the project in such terms as to communicate the purpose and operation of the cooperative part of the program. Attach sheets as necessary.

Dist. No. <input type="checkbox"/> Elementary <input type="checkbox"/> High School	County	City	ZIP Code	School
---	--------	------	----------	--------

1. Describe the cooperative arrangement between the school and employers to carry out the occupational training program. Attach a sample copy of your school-employer contract.
2. Describe the supervision of the student by the school and by the employer to insure learning steps that contribute to the student's cognitive and vocational skills.
3. Does the program comply with federal and state labor laws and regulations in regard to hours worked, age of students, employment conditions, student safety and student wages?  
Yes ☐ No ☐
4. Does the program provide for liability and industrial insurance protection?  
Yes ☐ No ☐
5. Describe the policies which govern each student's on-the-job training. Attach sample student progress form(s).
6. Describe the additional costs to employers for participation in the program.
7. Describe additional costs to students for participation in the program.
8. Describe the plan for involving students from nonpublic schools.
9. Describe the accounting procedures to assure that local and federal funds will not be comingled.

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	PROPOSAL FOR VOCATIONAL WORK-STUDY PROGRAM Fiscal Year 1974	
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Directions:  
District superintendent or other educational agency administrative officer complete and submit original and one copy of this form to Director, Vocational and Occupational Skills, Office of the Superintendent of Public Instruction, Helena 59601. One copy will be returned with action indicated.

Dist. No. <input type="checkbox"/> Elementary <input type="checkbox"/> High School	County	City	ZIP Code	School
---	--------	------	----------	--------

The local educational agency operates the following vocational education program(s). Check as appropriate.

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Technical	<input type="checkbox"/> Remedial (Basic Education)
<input type="checkbox"/> Distributive	<input type="checkbox"/> Trade and Industrial	<input type="checkbox"/> Handicapped
<input type="checkbox"/> Health Occupations	<input type="checkbox"/> Exemplary	<input type="checkbox"/> Disadvantaged
<input type="checkbox"/> Home Economics Wage Earning	<input type="checkbox"/> Prevocational	<input type="checkbox"/> Cooperative
<input type="checkbox"/> Business and Office	<input type="checkbox"/> Post-Secondary Preparatory	

Employment limitations. Students, ages 15-20, inclusive, may not be employed more than 15 hours per week except during the summer when not attending classes.

Estimated number of full-time students taking vocational education courses who need financial help to stay in school.

Number of students who are not within reasonable commuting distance to school who need financial help to stay in school (applies only to post-secondary vocational-technical centers).

Estimated number of part-time jobs available for this program in the school and other public agencies.

Estimated number of full-time students taking vocational education courses needing employment.

Number of dropouts last year (all students, grades 9-14).

Present local activities to reduce the number of dropouts (specify).

Number of unemployed youth in the community.

Number of unemployed persons in the county. (This information may be obtained from the local Employment Service Office serving your area.) \_\_\_\_\_

Amount of local funds spent by the local educational agency for student employment for the following fiscal years:

July 1, 1970 - June 30, 1971  
July 1, 1971 - June 30, 1972  
July 1, 1972 - June 30, 1973

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Amount of local funds anticipated to be available to the local educational agency for student employment for the July 1, 1973 - June 30, 1974 fiscal year.

\$ \_\_\_\_\_

Amount of federal funds requested for work-study program for July 1, 1973 - June 30, 1974 (not more than 80% of total work-study expenditures will be reimbursed from federal funds for this period).

\$ \_\_\_\_\_

Name and title of person who is responsible for making necessary work-study program reports to the Office of the Superintendent of Public Instruction for the local educational agency.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

We agree to operate the program according to established standards for the work-study program; to keep accurate records of payments; to prepare reports for the State Board of Education on participation of students, places of employment, hours and wages; and to provide regular supervision of students each month.

We certify that this application is true and complete to the best of our knowledge and belief. The Assurance of Compliance with Title VI of the Civil Rights Act applies to the application submitted herewith.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chairman, Board of Trustees Administrative Officer\*

Date: \_\_\_\_\_ Date: \_\_\_\_\_

For Office of the Superintendent of Public Instruction use only.

☐ Approved ☐ Not Approved

Signed: \_\_\_\_\_  
Director,  
Vocational and Occupational Skills

Date: \_\_\_\_\_

\*District superintendent or chief administrative officer of units of university system, community colleges and state institutions.

# VOCATIONAL TEACHER EDUCATION DIRECTORY

Name of Institution	Service Areas Offered	Head Teacher Educator	Number of Degrees Awarded (FY 1972)		
			Baccalaureate	Masters	Doctorate
Montana State University Bozeman, Montana 59715	Agricultural Education	Dr. Max L. Amberson (Head) Agricultural & Industrial Education	22	10	
		Dr. Douglas D. Bishop Agricultural Education			
		Burl Winchester Agricultural Education			
		Dr. Hilbert Hoof Agricultural Education & Agricultural Engineering			
	Distributive Education	Norman L. Millikin Distributive Education (Chairman) Business & Distribution	20	14	
	Nutrition Clothing in Today's World Weaving Child Development (Infant and School Age) The Adolescent Marriage and Family Life Current Problems of the Consumer	Angelina Oberto (Chairman) Home Economics Education Kathryn M. Davison Home Economics Education	60	5	
	Office Education Basic Business	Dr. Harvey Larson Office & Basic Business Education Director, School of Commerce Leona F. Barnes Office of Education & Data Processing	34	14	

Name of Institution	Service Areas Offered	Head Teacher Educator	Number of Degrees Awarded (FY 1972)		
			Baccalaureate	Masters	Doctorate
University of Montana Missoula, Montana 59801	Personal and Family Living Food Economics Elementary Nutrition Introductory Clothing Weaving Child Development Family Resource Management Family in the Economy Man's Shelter The Buyer in the Market Place	Floyd C. Frost, Jr. Office Education			
		Mrs. Josephine Placek Office Education			
		Dr. Daniel G. Hertz Office Education and Basic Business			
		DeForest J. Rall Professional Vocational and Data Processing			
		Mrs. Vanetta Lewis Chairman, Home Economics Education	44		
Northern Montana College Havre, Montana 59501	Business Education          Auto Mechanics Drafting	Dr. Don Koeppen (Chairman) Professional Vocational and Office Education	15	3	1
		Alvhild J. Martinson Office Education			
		Mrs. Margaret A. Swanson Office Education			
		Dr. William Patton Office Education			
		Dr. Earl Hepler Professional Education	21	8	

Number of Degrees Awarded (FY 1972)  
Baccalaureate    Masters    Doctorate

Head Teacher Educator

Service Areas Offered

Name of Institution

Electronics *Trade & Technical	Dr. Gus Korb Professional Education	
<p>*An individual having the proper background in an apprenticeable trade or trades may receive up to 60 credits to be applied toward a Bachelor of Science Degree in Vocational-Technical education. A Bachelor of Science Degree can be granted upon evaluation of trade experience, successful completion of a trade competency examination and completion of appropriate academic studies. Degrees are available in the following areas:</p> <ol style="list-style-type: none"><li>1. Auto Mechanics</li><li>2. Auto Body Repair</li><li>3. Small Engine Repair</li><li>4. Diesel Mechanics</li><li>5. Carpentry</li><li>6. Cabinet Making</li><li>7. Masonry</li><li>8. Plumbing</li><li>9. Electrical (Installation)</li><li>10. Electrician (Industrial)</li><li>11. Air Conditioning and Refrigeration</li><li>12. Machine Drafting</li><li>13. Architectural Drafting</li><li>14. Sheet Metal</li><li>15. Welding</li><li>16. Machine Shop</li><li>17. Airframe &amp; Engine Mechanic</li><li>18. Printing</li><li>19. Electronics (Communication)</li><li>20. Electronics (Industrial)</li></ol>	Robert Hockett (Chairman) Auto Mechanics	
	Orval Brenden (Chairman) Drafting	
	James Haefer (Chairman) Electronics	
	Gerald Bekker Auto Mechanics (on educational leave)	
	Edmund Feeney Auto Mechanics	
	James Sutich Auto Mechanics	
	Michael Wojtowich Auto Mechanics	
	Dale Anderson Drafting	
	Valdamar Valdez Drafting	
	Thomas Grady Electronics	
	Richard Ives Electronics	



Name of Institution	Service Areas Offered	Head Teacher Educator	Number of Degrees Awarded (FY 1972)		
			Baccalaureate	Masters	Doctorate
	21. Cosmetology				
	22. Quantity Food Preparation				
	23. Civil Technology				
	24. Mechanical Technology				

**STATE ADVISORY COUNCIL RECOMMENDATIONS AND FINDINGS****Recommendation I — Gathering of Employment Data**

The Montana Advisory Council recommends that:

The Office of the Superintendent of Public Instruction and the Employment Security Division cooperate in gathering regional employment data. Vocational Education planning should be based on both state and regional data.

Response:

The Vocational and Occupational Skills Component of the Office of the Superintendent of Public Instruction is presently utilizing information published by the Montana State Employment Service to project present and future employment trends in Montana. The Montana State Employment Service has been very cooperative in providing copies of monthly and annual reports which give current and projected labor statistics. "Montana Manpower, Projected Montana Employment by Industry and Selected Occupations, 1970-1980", which was released in February by the Montana State Employment Service has been very useful for long-range planning. The Employment Service's monthly report entitled "Montana Employment and Work Force" contains statistics which help monitor employment trends on a monthly basis. Staff members of the Montana Employment Service have, on numerous occasions, assisted the State Superintendent's office in interpreting and analyzing the statistics contained in their reports.

Presently limited regional and national employment statistics are available through the Montana Employment Service and are utilized by the State Superintendent's office. During the coming year the State Superintendent's office will work with the Employment Service to explore the feasibility of developing improved techniques of collecting regional employment data.

**Recommendation II — Vocational Guidance Counseling**

The Montana Advisory Council recommends that:

The individual training institutions assume the responsibility for informing entering students of the employment possibilities (in- and out-of-state), potential salaries, full descriptions of the training provided and related jobs which may be available to them.

Response:

Presently 96 high schools, 11 junior high schools, 2 grade schools, and 4 vocational-technical centers are taking advantage of the project (VIEW) Vital Information for Education and Work which is designed to give students the information which is called for in this recommendation. Project VIEW was initiated by the State Superintendent's office during the latter part of the year and will be expanded during the coming year to include information for use by elementary schools. Information related to employment is constantly updated as part of this project and disseminated to schools.

The vocational guidance project which is conducted for guidance counselors from throughout Montana every summer at Northern Montana College is designed to make counselors aware of job information resources available to them. Guidance counselors who have taken advantage of this summer institute have become better prepared to assist students in making occupational choices. A total of 47 counselors have participated in this institution.

In addition, each of the five vocational-technical centers have admissions counselors and vocational counselors who are responsible for providing students with occupational information at the time the student enrolls in a program. Throughout the student's training he is also periodically informed of possible changes in the employment picture within the occupation he is training for.

### **Recommendation III – Disadvantaged Persons**

The Montana Advisory Council recommends that:

The disadvantaged receive a high priority for vocational training whether our judgements are made on a purely humanitarian basis or a coldly economic one. More of the disadvantaged people should be helped by vocational training than are currently being served in Montana.

Response:

The State Superintendent's office will continue to promote vocational education opportunities to disadvantaged persons by funding vocational education projects which specifically identify the individuals disadvantage and then give the student the necessary assistance to succeed in a regular vocational education program. The number of disadvantaged persons served exclusively through the use of vocational funds is naturally based on the amount of funds available for this purpose. However, regardless of whether funds for the training of disadvantaged persons increase or decrease the State Superintendent's office will make every effort to encourage schools to provide training programs which assist the disadvantaged person in becoming a productive employee.

Efforts will also be continued by the State Superintendent's office to coordinate activities with other state and national agencies designed to provide training for disadvantaged persons.

### **Recommendation IV – Manpower Correlation Study**

The Montana Advisory Council recommends that:

As soon as program exit figures are available, the Office of the Superintendent of Public Instruction undertake a manpower correlation study similar to that recently completed in the State of Oregon. This study is an effort to analyze the extent to which educational programs are compatible with manpower requirements. Such a manpower study for Montana should be based on the regional labor market as well as the state market.

Response:

The State Superintendent's office is currently studying the feasibility of conducting a correlation study similar to the one described in the recommendation. The depth of such a study will be dependent on financial resources and availability of staff to undertake such a project. At this time it is anticipated that such a study will become part of the total system of planning and evaluation being developed by the State Superintendent's office for the accreditation of the state's five post-secondary vocational-technical centers. It is also anticipated that the exit and follow-up figures presently being gathered by the State Superintendent's office will play an important part in the overall development of such a study.



**Recommendation V — Inter-Agency Cooperation**

The Montana Advisory Council recommends that:

Continued and intensified efforts be made to increase cooperation, coordination and articulation of educational efforts among agencies as well as individuals in providing for the vocational needs of people.

Response:

The State Superintendent's office will continue to work with the Montana State Employment Service, Vocational Rehabilitation and all other agencies involved in occupational training in order to coordinate educational training opportunities for Montana's citizens. Presently members of the State Superintendent's staff serve on state councils and committees which deal specifically with the occupational training of Montana citizens. At present two of the State Superintendent's staff members serve on the Montana Manpower Planning Advisory Council. This council is very active in the coordination and evaluation of manpower training activities in the state and has a membership composed of individuals representing agencies that are responsible for vocational training in Montana.

**Recommendation VI — Job Placement Counselors**

The Montana Advisory Council recommends that:

The Office of the Superintendent of Public Instruction and the Employment Security Division cooperatively develop a system whereby job placement counselors are specifically assigned and strategically located and charged the responsibility of providing job placement assistance for students.

Response:

Presently the Employment Service counselors on the local level work with secondary and post-secondary students who desire assistance in securing employment. At the five state vocational-technical centers this cooperation has been further strengthened by center placement personnel working with the counselors at the Employment Service offices to place those students completing training. The feasibility of job placement counselors being specifically assigned to student placement would be subject to the organizational structure and financial limitations of the Montana State Employment Service.

The State Superintendent's office will continue to work with the Montana Employment Service on the state level to encourage close cooperation between schools and employment offices on the local level.

**Recommendation VII — Adult Education**

The Montana Advisory Council recommends that:

The state Board study the possibility of providing added monetary incentives to local districts to encourage them to provide more adult vocational education.

Response:

The State Superintendent's office has and will continue to promote adult vocational

education programs in local communities. This promotion has been in the form of encouraging local school districts to utilize the one mill adult education permissive levy and submit vocational adult education projects for approval to this office. New procedures developed by the State Superintendent's office last year have enabled local school districts to submit adult vocational education proposals three weeks prior to the start of a class. This procedure has greatly enhanced the flexibility districts have in planning and implementing adult programs.

At this time it would be rather difficult to provide additional monetary incentives to local districts for adult education due to anticipated decreases in federal funding and the substantial increase in vocational education programs at all levels over the past five years which in effect has had the effect of spreading vocational funds rather thin. Additional monetary resources would undoubtedly have to come through increased state appropriations for vocational education.

### **Recommendation VIII – Elimination of Unnecessary Course Repetition**

The Montana Advisory Council recommends that:

The State Board of Education work with all public post-secondary institutions on the problem of acceptance of those proficiencies already possessed by a student, thus eliminating unnecessary course repetition.

Response:

The State Superintendent's office, under the auspices of the State Board of Education has begun addressing itself to the problem outlined in the recommendation. Program supervisors in Vocational and Occupational Skills Component of the State Superintendent's office are working with the University system to expand course challenge policies, thus allowing students entering the University System to receive credit for non-transferable courses they have completed at a vocational-technical center. These efforts have been particularly successful in the areas of health occupations and marketing and distributive education.

The State Superintendent's office is also working with Northern Montana College to develop a competency based teacher education model which will allow students preparing to be vocational teachers to receive academic credit for skills they possess in their field of study. By December, 1973 the competencies students should have to be successful will be identified with a delivery system for the entire competency based model being developed by the spring of 1974.

The state's five post-secondary vocational-technical centers allow students to substitute advanced courses for beginning courses or finish their program of instruction early if the students possess those skills that are taught in beginning courses. This concept is presently being carried out in all vocational-technical centers in the state.







